

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 1**  
**IMPLEMENTING THE REORGANIZATION OF THE PUBLIC**  
**SERVICE COMMISSION**

Pursuant to Presidential Decree No. 1, dated September 23, 1972, Reorganizing the Executive Branch of the National Government, the Board of Transportation is hereby activated in accordance with the applicable provisions of the Integrated Reorganization Plan and the following instructions:

1. The functions of the abolished Public Service Commission, together with its appropriations, records, equipment, property and subordinate personnel are transferred to the appropriate specialized regulatory boards established under the Department of Public Works, Transportation and Communications, as provided in Article III of Chapter I, Part X of the Integrated Reorganization Plan.
2. The activation of the Board of Transportation shall be subject to the following guidelines:
  - a. Upon the designation of the full-time Chairman of the Board, said Chairman shall immediately organize provisionally the technical and non-technical staffs of the Board;
  - b. Said chairman shall discharge the functions appertaining to the Board under the Integrated. Reorganization Plan, but his actions and decisions shall be provisional in character and subject to the ratification of the Board once fully constituted;
  - c. Said Chairman shall, in addition, provisionally perform the functions of the Board of Communications and the Board of Power and Waterworks under the Integrated Reorganization Plan, subject to the ratification of the latter Boards once fully constituted; and
  - d. The above arrangements shall continue until the Board of Transportation, Board of Communications and Board of Power and Waterworks hereby terminated.
3. The Code Commission shall cease to exist as on the date hereof.

Done in the City of Manila, this 29th day of September in the year of Our Lord, nineteen hundred and seventy-two.

(Sgd.) FERDINAND E. MARCOS  
President  
Republic of the Philippines

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1972). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

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**LETTER OF IMPLEMENTATION NO. 2**

IMPLEMENTING THE REORGANIZATION OF CERTAIN AGENCIES  
IN THE DEPARTMENT OF JUSTICE

Pursuant to Presidential Decree No. 1, dated September 23, 1972, Reorganizing the Executive Branch of the National Government, the following agencies of the Department of Justice are hereby reorganized or activated in accordance with the applicable provisions of the Integrated Reorganization Plan and the following instructions:

Bureau of Immigration

1. The Bureau of Immigration is renamed Commission of Immigration and Deportation.
2. The present Board of Commissioners is retained. It shall have exclusive jurisdiction over all deportation cases.
3. The functions of the Deportation Board together with its records are transferred to the Commission of Immigration and Deportation.
4. The Deportation Board shall cease to exist as of the date hereof.

Anti-Dummy Board

1. The investigation function of the Anti-Dummy Board shall be absorbed by the National Bureau of Investigation, and its prosecution function by the Prosecution Staff in the Department of Justice and the various Provincial and City Fiscals. Its corresponding appropriation, records, equipment, property and subordinate personnel are transferred to the National Bureau of Investigation and the Prosecution Staff in the Department of Justice.
2. The services of the present members of the Anti-Dummy Board are hereby terminated.
3. The Anti-Dummy Board shall cease to exist as of the date hereof.

Code Commission

1. The functions of the Code Commission together with its appropriation, records, equipment, property and subordinate personnel are transferred to the Law Center of the University of the Philippines.
2. The services of the present member of the Code Commission are fully and duly organized, unless sooner modified in the implementing details to be submitted by the said Chairman to and approved by me or my duly authorized representative in (accordance with Article I, Chapter I, Part XXIII of, the Integrated Reorganization Plan.
3. Upon the designation of the full-time Chairman of the Board of Transportation, the public Service Commission shall cease to exist.

Done in the City of Manila, this 27th day of September, in the year of our Lord, nineteen hundred and seventy-two.

(SGD) Ferdinand E. Marcos  
(T) FERDINAND E. MARCOS

President  
Republic of the Philippines

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1972). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

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**LETTER OF IMPLEMENTATION NO. 3**

IMPLEMENTING THE TRANSFER TO THE DEPARTMENT OF JUSTICE OF THE PRESIDENTIAL  
INVESTIGATION AND RECOVERY COMMISSION

Pursuant to Presidential Decree No. 1 dated September 24, 1972, Reorganizing the Executive Branch of the National Government, the Presidential Investigation and Recovery Commission is hereby transferred to the Department of Justice in accordance with the applicable provisions of the Integrated Reorganization Plan and the following Instructions:

1. The Presidential Investigation and Recovery Commission is hereby renamed Investigation and Recovery Office and attached to the Office of the Solicitor General, Department of Justice. The functions of the Commission together with its appropriation for Fiscal. Year 1972-1973, as provided in their Special Budget and with the National Grains Authority assuming the obligations of the defunct RCA in funding the Office, records, equipment, properties, and personnel, except the representatives of the General Auditing Office, are hereby transferred as herein provided.
2. The present board of Commissioners is abolished. All the powers and functions heretofore vested in the Commission shall hereafter be exercised by the Solicitor General.
3. The Investigation and Recovery Office shall continue to discharge the powers and functions provided for under Executive Order No. 341, series of 1971, including the power to investigate erring government personnel responsible for or implicated in any way in the loss of properties or any other assets of the government. It is further directed that it now attend to the investigation and recovery of assets, money claims, and properties of other offices and agencies and government owned and controlled corporations as the Solicitor General may direct.

Done in the City of Manila, this 11th day of October, in the year of Our Lord, nineteen hundred and seventy-two.

(SGD.) FERDINAND E. MARCOS  
President  
Republic of the Philippines

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1972). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

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**LETTER OF IMPLEMENTATION NO. 4**

IMPLEMENTING THE ABOLITION OF THE OFFICE OF THE AGRARIAN COUNSEL, THE TRANSFER OF APPLICABLE APPROPRIATIONS, RECORDS, EQUIPMENT PROPERTY AND NECESSARY PERSONNEL TO THE BUREAU OF AGRARIAN LEGAL ASSISTANCE UNDER THE DEPARTMENT OF AGRARIAN REFORM, AND THE CREATION OF THE CITIZENS LEGAL ASSISTANCE OFFICE UNDER THE DEPARTMENT OF JUSTICE

Pursuant to Presidential Decree No. 1 dated September 24 1972, Reorganizing the Executive Branch of the National Government –

1. The Office of the Agrarian Counsel is hereby abolished and the services of the Agrarian Counsel and Deputy Agrarian Counsel are hereby terminated.
2. The functions of the Office of the Agrarian Counsel are transferred to the Bureau of Agrarian-Legal Assistance under the Department of Agrarian Reform as provided in Article IX, Chapter I, Part XXI-3 of the Integrated Reorganization Plan.
3. All Legal Officers I and II and Senior Legal Officers and half of the stenographers in the field offices of the abolished Office of the Agrarian Counsel, together with the corresponding appropriations, relevant records, and their office equipment shall be transferred to the Bureau of Agrarian Legal Assistance. The balance of appropriations, other records, equipment and properties and all other officers and personnel shall remain with the Department of Justice and the said officers and personnel shall constitute and be organized as the Citizens Legal Assistance Office.
4. The organization of the Citizens Legal Assistance Office under the Department of Justice shall be in accordance with the provisions of Article XIV, Chapter I, Part XXI, of the Integrated Reorganization Plan.
5. The details relating to the duties of functions, responsibilities and composition of the various operating units or divisions and regional offices of the Citizens Legal Assistance Office shall be prepared by the designated Chief Citizens Attorney or Officer-in-Charge in conformity with the provisions of Part II, Chapter III, of the Integrated Reorganization Plan, and shall be submitted to the Secretary of Justice for approval.

Done in the City of Manila, this 23rd day of October in the year of our Lord, nineteen hundred and seventy-two.

(SGD.) FERDINAND E. MARCOS  
President  
Republic of the Philippines

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1972). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

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BY THE PRESIDENT OF THE PHILIPPINES

**LETTER OF IMPLEMENTATION NO.5**

IMPLEMENTING SECTION 17(f) OF REPUBLIC ACT NO. 5186 AND THE PROVISIONS OF REPUBLIC ACT NO. 5455 AND REPUBLIC ACT NO. 6135.

WHEREAS, there is need to rapidly generate exports of manufactured products, in order to lessen our heavy reliance on export of primary materials, which are continuously suffering from deterioration in prices relative to manufactured exports of industrial countries;

WHEREAS, it is urgent to accelerate the creation of employment opportunities and productive jobs for the many unemployed among our people;

WHEREAS, foreign investors have indicated their interest in export-oriented manufacturing projects, using labor-intensive processes, especially in the production of garments and electronic components, but have been discouraged by various bureaucratic obstacles and delays;

WHEREAS, such foreign investments are in the national interest, generate substantial export earning and employment, would bring access to foreign markets not otherwise available to domestic producers, and would make Philippine products more competitive, without displacing or injuring Philippine nationals in similar lines of business but by example enhancing their productive capacities and improving their competitive position in international markets in the long run;

NOW, THEREFORE, the following directives are hereby issued for immediate implementation by all agencies and instrumentalities of Government:

1. The Board of Investments is instructed and authorized to form an "Assistance Team for Foreign Investments in Labor Intensive Export Projects" which (the Assistance Team) shall advise and actively assist foreign investors and their Filipino joint-venture partners if any to establish and put into operation in the shortest time feasible projects to manufacture labor-intensive products for export. Such projects shall comply with the provisions of R.A. 5455 (the Law Regulating Foreign Investments) and/or R.A. 6135 (the Export Incentives Act) and/or R.A. 5186 (the Investment Incentives Act). The Assistance Team shall report to the Chairman of the Board of Investments.
2. The Board of Investments is instructed to recruit the members of the Assistance Team from among the personnel the Board of Investments and from among personnel of any other government agencies and instrumentalities that may be qualified and required for the efficient functioning of the Assistance Team. Requests for detail of personnel from other agencies, whether as members or as liaison officers of the Assistance Team with the agencies concerned, shall be coursed through the Executive Secretary who shall Issue the corresponding instructions to the agencies concerned.
3. All agencies and instrumentalities of the government are hereby directed to extend full cooperation to the Assistance Team, and to expedite action within the provisions of existing laws on matters related to the projects authorized for assistance by said Team. Unjustified obstacles or bureaucratic delays imposed in the way of attaining early materialization of the projects authorized for assistance by the Assistance Team shall be grounds for disciplinary action against the responsible personnel of the agency or agencies concerned.

4. Projects to be the subject of assistance by the Assistance Team with agencies and instrumentalities of government other than the Board of Investments shall, prior to requests by the Assistance Team to such agencies and instrumentalities for assistance to the project, be authorized by the Executive Secretary under this Letter of Implementation, upon the recommendation of the Chairman of the Board of Investments, which recommendation shall set forth an outline of the project, and its benefits to the economy.

5. The Chairman of the Board of Investments shall submit every two weeks to the Executive Secretary a report on the status of each project being assisted by the Assistance Team. The report shall make suggestions, based on the Assistance Team's experience, for appropriate changes in regulations or procedures of implementation of laws by the various agencies, which changes would bring about faster action by such agencies on a routine basis on matters involving desirable investments, whether domestic or foreign. The Executive Secretary shall take the appropriate steps after review of the recommendations and consultation with the agencies and instrumentalities concerned, to effect the desirable and feasible changes in the interest of accelerating economic development and desirable investment activities.

The authorities granted hereunder expire on June 30, 1973 unless otherwise amended. This Letter of Implementation does not repeal, but supplements, Administrative Order No. 122 issued on June 1, 1968.

Done in the City of Manila, this 26th day of October in the year of Our Lord, nineteen hundred and seventy-two.

(Sgd.) **FERDINAND E. MARCOS**

By the President:  
(Sgd.) **ALEJANDRO MELCHOR**  
Executive Secretary

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1972). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

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**LETTER OF IMPLEMENTATION NO.6**

TO:	The Secretary Department of Public Works, Transportation & Communications
SUBJECT:	Reorganization of the Regional Offices and Highway District Offices of the Bureau of Public Highways.

Pursuant to Presidential Decree No. 1 dated September 24, 1972, issued in connection with Proclamation No. 1081, dated September 21, 1972, reorganizing the entire Executive, Branch of the Rational Government in accordance with the recommendation of the Commission on Reorganization, the Regional Offices and the Highway District Office of the Bureau of Public Highways are hereby reorganized as follows:

**FUNCTIONS OF THE REGIONAL OFFICES**

The Bureau shall have eleven Regional Offices with boundaries and jurisdictions to conform with the administrative regions established under Article I, Chapter III, Part II of the Plan. The Bureau Regional Offices shall be responsible for the overall supervision and control of all operational activities within their respective regions and shall have the following functions, among others:

- a. Administer, coordinate, and supervise the execution and/or the management of projects and activities in the region;
- b. Assign equipment among the district offices and among projects in the region in coordination with the major equipment depot concerned; and assign and allocate materials among district offices and among projects in the region;
- c. Under delegated authority, approve project work programs, plans, estimates, specifications, requisitions, procurement of materials and authority to undertake projects by administration of contract within the budgetary limits, plans, programs, policies and standards laid down by the appropriate headquarters entities;
- d. Approve, under delegated authority, appointments of personnel, of the district offices in the region; and render decisions on personnel and other administrative matters;
- e. Undertake design work and project studies for less complex projects; and
- f. Perform such other functions as may be provided by law.

**FUNCTIONS OF THE DISTRICT OFFICES**

The Regional Offices of the Bureau shall have district offices in places and in such numbers as may be necessary to undertake actual field operations of the Bureau. Provided that each regular province shall have only one (1) highway district office to be headed by a Highway District Engineer, and assisted by an Assistant Highway District Engineer. The City of Manila shall have two (2) highway district offices, one district office for the Manila North District and another for the Manila South District, with the Pasig River as the boundary line between these districts.

The District Offices shall be responsible for actual construction, maintenance and major repair and rehabilitation work within their respective authority and jurisdictions, and shall have the following functions:



- a. Undertake site surveys and investigations;
- b. Undertake field studies or data collections needed for project development;
- c. Undertake engineering designs except those of a specialized nature which will be undertaken by the design unit of the regional office and in the head offices of the Bureau;
- d. Undertake construction, major maintenance, repair and rehabilitation work by administration; and supervise contractual projects therefor;
- e. Provide local development assistance where needed; and
- f. Perform such other functions as may be provided by law.

The decentralization of operations to the regional and district offices notwithstanding, the Construction Division of the Bureau shall undertake the direct supervision of complex projects in the field.

The Regional and District Offices shall be organized in accordance with the attached Staffing Pattern.

To carry out the implementation of this reorganization for the Regional and the District Offices of the Bureau of Public Highways, the Secretary of Public Works, Transportation and Communications is hereby directed to effect its immediate implementation, pursuant to Articles I and II, Part XXIII, of the Reorganization Plan.

Done in the City of Manila, this 28th day of October, in the year of Our Lord, nineteen hundred and seventy-two.

(SGD.) FERDINAND E. MARCOS  
President  
Republic of the Philippines

*Reference:* Organizational Charts for the Bureau of Public Highways.

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1972). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

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**LETTER OF IMPLEMENTATION NO. 7**

RELATIVE TO PART XVII ON LOCAL GOVERNMENT AND COMMUNITY DEVELOPMENT AND OTHER  
PERTINENT PROVISIONS OF THE INTEGRATED REORGANIZATION PLAN

TO:	
	The Secretary
	Department of Local Government and Community Development
	Manila

Pursuant to Presidential Decree No.,1, dated September 24, 1972, Reorganizing the Executive Branch of the National Government, you are hereby directed to implement Part XVII on Local Government and Community Development and other pertinent provisions of the Integrated Reorganization Plan, hereinafter referred to as the "Plan," prepared by the Commission on Reorganization as follows:

**ORGANIZATION OF THE DEPARTMENT OF LOCAL GOVERNMENT  
AND COMMUNITY DEVELOPMENT**

Section 1. The organization and functions of the Department of Local Government and Community Development, hereinafter referred to as the "Department," shall be in accordance with the provisions of Part XVII and other pertinent provisions of the Plan and the details contained in this Letter of Implementation.

Sec. 2. The organization of the Department, as graphically depicted in the following organisation charts, shall consist of the Department proper composed of the immediate Office of the Secretary, the Planning Service, the Financial and Management Service, and the Administrative Service; the Bureau of Local Government; the Bureau of Community Development; the Bureau of Cooperatives Development; and eleven Regional Offices.

**RELATIONSHIPS BETWEEN THE DEPARTMENT PROPER,  
BUREAUS AND FIELD OFFICES**

Sec. 3. The Department proper, through the Office of the Secretary, shall have direct line supervision

**[Diagram I – Organization Chart – Department of Local Government and Community Development]**

**[Diagram II – Organization Chart – Department Proper]**

over the bureaus and regional offices. It shall have responsibility for overseeing field operations to insure the judicious and effective implementation of programs initially drawn up by the bureaus along their respective areas of expertise. It shall Constantly draw from the bureaus such advice and assistance as may be necessary to successfully achieve the goals and objectives of the Department.

Sec. 4. The bureaus of the Department shall be essentially staff in character and as such shall exercise functional supervision over the regional and other field offices. They shall be primarily involved in the development of plans and programs within their respective functional specialization and shall likewise develop related policies, guidelines, and standards necessary in guiding the regional offices in the proper implementation of such plans and programs. Where necessary and as a means of assisting the Department proper in properly delineating the methods

and plans of operation at the field level, they shall maintain dialogue and contact with the regional offices for the purpose of updating established plans and programs and determining problems arising therefrom.

Sec. 5 The regional offices shall constitute the operating arms of the Department with responsibility for directly implementing the plans and programs drawn up by the staff bureaus and assigned by the Department Secretary in accordance with duly adopted policies, 'standards, and guidelines. They shall be organized as miniature counterparts of the Department in the region and shall be vested with sufficient authority to undertake departmental operations within their respective jurisdictions.) In the exercise of such authority they shall be directly responsible to the Secretary and shall receive proper technical guidance from the staff bureaus.

#### FUNCTIONAL STATEMENTS OF THE DEPARTMENT OF LOCAL GOVERNMENT AND COMMUNITY DEVELOPMENT

Sec. 6. In conformity, with the above set of functional relationships, the functions, powers, duties, and responsibilities of the various units of the Department shall be as follows:

##### OFFICE OF THE SECRETARY

Sec. 7 The Office of the Secretary shall consist of the Secretary of Local Government and Community Development, the Undersecretary of Local Government and Community Development, and the personnel of their immediate office. It shall be responsible for the adoption and promulgation of rules and regulations necessary to carry out departmental policies and objectives, and for exercising general supervision and control over the bureaus and offices of the Department.

##### Functions of the Secretary

Sec. 7.1. The functions of the Secretary shall be as follows:

- a. Advise the President in the promulgation of executive orders, regulations, and decrees relative to matters under the jurisdiction of the Department;
- b. Establish the policies and standards for the operation of the Department pursuant to the President's program of government;
- c. Promulgate rules and regulations necessary to carry out Department objectives, policies, and functions;
- d. Exercise supervision and control over all bureaus and, offices under the Department;
- e. Delegate authority for the performance of any function to officers and employees under his direction; and
- f. Perform such other functions as may be provided by law.

##### Functions of the Undersecretary

Sec. 7.2. The functions of the Undersecretary shall be as follows:

- a. Advise and assist the Secretary in the formulation and implementation of Department objectives and policies;
- b. Oversee all the operational activities of the Department for which, he shall be responsible to the Secretary;

c. Coordinate the program and projects of the Department, and be responsible for its economical, efficient, and effective administration;

d. Serve as deputy to the Secretary in all matters relating to the operations of the Department; and

e. Perform such other functions as may be provided by law.

Sec. 7.3. When the Secretary is unable to perform his duties owing to illness, absence, or other cause, or in case of vacancy in the office, the Undersecretary shall temporarily perform the functions of the said office.

#### FUNCTIONS OF THE PLACING SERVICE

Sec. 8. The Planning Service shall be responsible for providing the Department with economical, efficient, and effective services relating to planning, programming, and project development. It shall have the following functions, among others:

a. Formulate long-range and annual plans and programs for the Department and for this purpose coordinate and provide support to the planning and programming activities of the bureaus and regional offices under the Department as well as review and integrate their proposals into a consistent set of objectives;

b. Formulate basic policies and guidelines for the preparation of the departmental budget, including those for the detailed allocation of funds for capital outlays, and coordinate with the Financial and Management Service in the preparation of the Department budget;

c. Formulate criteria for determining priorities for proposed projects, and accordingly select capital projects for funding and execution including appropriate financing schemes;

d. Undertake such re-programming as necessary in accordance with actual resources made available, including the determination of cut-backs and/or projects to be included from unprogrammed to programmed category;

e. Initiate and/or provide support for the development of projects by the various bureaus of the Department in accordance with approved priority areas;

f. Evaluate projects proposed by units of the Department according to technical and economic feasibility and prescribed standards;

g. Develop and effect in collaboration with the bureaus a system for the effective coordination, follow-up, review, and evaluation of the progress of the implementation of approved projects and programs against set standards, objectives, and schedules;

h. Conduct researches and studies relative to local government and community development for purposes of policy formulation and standards setting;

i. Compile, analyze, and integrate statistical data, including operational statistics;

j. Prepare the Annual Report and other periodic reports of the Department;

k. Maintain liaison with the central planning agency and other appropriate economic planning bodies; and

l. Perform such other functions as may be provided by law.

## FUNCTIONS OF THE FINANCIAL AND MANAGEMENT SERVICE

Sec. 9. The Financial and Management Service shall be responsible for providing the Department with staff advice and assistance on budgetary, financial, and management improvement matters.

The Service shall have a Budget Division, an Accounting Division, and a Management Division with corresponding duties and responsibilities, as follows:

### Functions of the Budget Division

Sec. 9.1. The Budget Division shall have the following functions, among others:

- a. Prepare the departmental budget and assist management in the presentation of the Department's budgetary estimates before administrative and legislative bodies;
- b. Provide, subject to budgetary ceilings, fund estimates in support of the Department's operations, plans, and programs;
- c. Allocate, in coordination with the Planning Service, available funds to programs on the basis of approved guidelines and priorities;
- d. Issue allotment advice to the Regional Offices in support of the fund requirement for the conduct of the operations of the regions under each program;
- e. Undertake all operations relative to budget execution and control;
- f. Develop and improve budgetary methods, procedures, and justifications;
- g. Review performance reports to determine conformance with set standards;
- h. Prepare financial reports for management guidance and as required by higher authorities; and
- i. Perform such other functions as may be provided by law,

### Functions of the Accounting Division

Sec. 9.2. The Accounting Division shall have the following functions, among others”:-

- a. Advise management on financial matters;
- b. Prepare and submit financial reports to management and other government departments and agencies authorized to receive such reports;
- c. Maintain basic and subsidiary accounting records and books of accounts to reflect accurately and currently financial information required by existing accounting and auditing rules and regulations and by management;
- d. Certify to the availability of funds, obligate funds, and issue Treasury Warrants to liquidate obligations;
- e. Process requisitions, vouchers, and reports of collections and disbursements;

f. Prepare billings to debtors of the Department;

g. Undertake cost accounting work through the classification recording, allocation, summarization, and reporting of current and prospective costs, including the determination of costs of operations by organizational units, by functions, by periods of time, by projects, and similar categories;

h. Provide standards and guidelines to the regional and field units of the Department; and

i. Perform such other functions as may be provided by law.,

#### Functions of the Management Divisions

Sec. 9.3. The Management Division shall have

the following functions, among others:

a. Develop plan and program objectives relative to management improvement in the Department;

b. Examine the administrative organization of the Department and make recommendations for improvement;

c. Maintain and update the Department's organization and functional manuals;

d. Undertake regular management surveys of organizational structure, manpower, and operations; study special problems as assigned; review existing methods, procedures, and systems; and make recommendations for improvement;

e. Develop new and improved management system; exercise staff supervision over the implementation of such improvements; and provide training in the use of the system;

f. Develop staffing standards and manpower requirements for the Department;

g. Review internal control system for safeguarding money and property to ascertain weaknesses and deficiencies requiring correction;

h. Assist in the evaluation of proposed projects for operational feasibility and develop operating procedures and schemes for the implementation of approved projects and programs;

i. Provide guidelines and technical assistance to the regional offices; and

j. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE ADMINISTRATIVE SERVICE

Sec. 10. The Administrative Service shall be responsible for providing the Department with economical, efficient, and effective services relating to personnel, legal assistance, information, records, supplies, equipment, collection, disbursements, security, and custodial work.

There shall be an Education and Training Center under the Administrative Service to be located in such place as the Secretary may decide which shall serve as the physical facility base of the Department for administering its residential and other appropriate education and training programs. The facilities of the Center may be used with the permission of the Secretary by other agencies of the government.

The Service shall have a Personnel Division, a Legal Division, an Information Division, and a General Services Division with respective duties and responsibilities as follows:

#### Functions of the Personnel Division

Sec. 10.1. The Personnel Division shall have the following functions, among others:

- a. Advise management on personnel policy and administration;
- b. Develop and administer a personnel program for the Department proper and the bureaus under it which shall include selection and placement, promotion, classification and pay, career and employee development performance rating, employee relations, and welfare services;
- c. Develop policy standards and guidelines on personnel management for the implementation of the regional offices of the Department;
- d. Take charge of the preparation, conduct, and administration of civil service examinations of the Department;
- e. Provide medical services pursuant to Republic Act No. 1054;
- f. Process and act on all matters concerning appointments, promotions, transfers, leaves of absence, attendance, and other personnel transactions for the personnel of the central office and the regional offices as are applicable;
- g. Maintain personnel records and statistics; and
- h. Perform such other functions as may be provided by law.

#### Functions of the Legal Division

Sec. 10.2. The Legal Division shall have the following functions, among others:

- a. Provide legal advice to the Secretary, Undersecretary, bureaus, and offices of the Department;
- b. Interpret laws and rules affecting the operation of the Department;
- c. Prepare contracts and instruments to which the Department is a party, and interpret provisions of contracts covering work to be performed for the Department by private entities;
- d. Conduct administrative investigation, including the review of administrative charges against employees of the Department;
- e. Assist in the promulgation of rules governing the activities of the Department;
- f. Prepare comments on proposed legislation concerning the Department;
- g. Assist the Solicitor General in court litigation in which the Department is involved; and
- h. Perform such other functions as may be provided by law.

#### Functions of the Information Division

Sec. 10.3. The Information Division shall have the following functions, among others:

- a. Develop programs to have the policies, plans, and activities of the Department properly understood by the public;
- b. Produce and disseminate media materials to implement the information program of the Department;
- c. Service the needs of the Department and its bureaus in the production and publication of reports, information materials, and literature;
- d. Coordinate with the Department of Public Information; and
- e. Perform such other functions as may be provided by law.

#### Functions of the General Services Division

Sec. 10.4. The General Services Division shall have the following functions, among others:

- a. Provide policy guidance on the maintenance and disposition of records and on the procurement and storage of supplies in accordance with government prescribed standards, including standards and guidelines to the regional offices;
- b. File and maintain necessary records and establish a records disposition program for the Department;
- c. Prepare certified true copies of documents found in the records when officially requested or ordered;
- d. Take charge of receiving, sorting, and recording incoming correspondence and recording and mailing outgoing correspondence;
- e. Provide transportation, communications, custodial, and general utility services for the Department;
- f. Procure, store, and distribute supplies and equipment of the Department and conduct periodic inventories of the same;
- g. Provide messengerial and duplicating services;
- h. Provide, collect, and deposit cash and pay approved payrolls and vouchers; and
- i. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE BUREAU OF LOCAL GOVERNMENT

Sec. 11. The Bureau of Local Government shall be responsible for administering technical assistance programs to enhance the administrative capacity of local governments in the formulation and implementation of development plans. It shall render advice and provide assistance to the Secretary in connection with the exercise of the powers of general supervision of the President over local governments. It shall exercise the functions enumerated in Article III, Chapter I, Part XVII of the Plan.

The Bureau, as graphically depicted in the following organization chart, shall have an Administrative Development Division, a Local Government Training Division, and a General Affairs Division with corresponding duties and responsibilities, as follows:

**[Diagram III – Organization Chart – Bureau of Local Government]**



Functions of the Administrative Development  
Division

Sec. 11.1. The Administrative Development Division shall have the following functions, among others:

- a. Develop policies, plans, and projects for providing technical assistance in the improvement of the organization, personnel management, financial management, and other major areas of local government administration;
- b. Formulate guidelines and procedures to be followed by regional offices in implementing approved plans and projects;
- c. Conduct researches and studies on such management tools and techniques as may be useful to local governments;
- d. Initiate major or pilot management improvement projects as may be necessary;
- e. Conduct continuing evaluation of the effectiveness of the technical assistance program on administrative development; and
- f. Perform such other functions as may be provided by law.

Functions of the Local Government  
Training Division

Sec. 11.2. The Local Government Training Division shall have the following functions, among others;

- a. Formulate policies, plans, and projects for providing assistance in training local government officials and employees;
- b. Develop procedures and techniques in determining training needs of local governments;
- c. Conduct researches and studies on the development of relevant training curricula for specific clientele and/or specific goals;
- d. Develop appropriate training techniques methodologies, materials, and aids;
- e. Initiate major or pilot training programs as may be necessary;
- f. Conduct a continuing evaluation of the training assistance program; and
- g. Perform such other functions as may be provided by law.

Functions of the General Affairs Division

Sec. 11.3. The General Affairs Division shall have the following functions, among others:

- a. Formulate procedures and guidelines for, and assist in:
  - (1) appropriate action on proposals for political subdivisions and other specific political claims as provided by pertinent laws, rules, and regulations;

(2) the supervision of the utilization of local government funds for specific purposes as provided by pertinent laws, rules, and regulations;

(3) the disposal of local government property and the disposition of obligations of private parties to local governments;

(4) appropriate action on specific administrative matters as provided by pertinent laws, rules and regulations in connection with the exercise by the President of his power of general supervision over local governments ; and

(5) appropriate action on request of local governments for authority to exercise their power of eminent domain.

b. Conduct continuing evaluation of the effectiveness of formulated procedures and guidelines and recommend necessary changes and modification; and

c. Perform such other functions as may be provided by law.

#### **FUNCTIONS OF THE BUREAU OF COMMUNITY DEVELOPMENT**

Sec. 12. The Bureau of Community Development shall be responsible for the development of policies, plans, and programs on community development in regions, provinces, cities, municipalities, and barrios, including assistance to local governments on environmental planning. It shall exercise the functions enumerated in Articles IV, Chapter I, Part XVII of the Plan.

The Bureau as graphically depicted in the following organization chart, shall have an Urban Development Division, a Rural Development Division, a 'Community Education and Training Division, and an Environmental Planning Division with corresponding duties and responsibilities, as follows:

##### Functions of the Urban Development Division

Sec. 12.1. This Urban Development Division shall have the following functions, among others:

a. Develop workable methods, approaches, and techniques in promoting community organizations, planning activities, and programs in urban areas;

b. Develop policies, plans, and programs of the Bureau on urban development which shall include projects on small-scale industries, increased production and income, communal public improvement, health and sanitation, volunteer programs, slum or depressed areas development, and recreation projects;

c. Prescribe procedures and guidelines on the implementation of grants-in-aid and self-help assistance projects;

d. Develop working arrangement with other national agencies particularly on the technical aspects of urban development projects;

e. Conduct continuing evaluation of the effectiveness of the urban development programs and recommend necessary changes and modifications; and

f. Perform such other functions as may be provided by law.

#### **[Diagram IV – Organization Chart – Bureau of Community Development]**

##### Functions of the Rural Development Division

Sec. 12.2. The Rural Development Division shall

have the following functions, among others:

- a. Develop workable methods, approaches, and techniques in comprehensive planning in rural areas;
- b. Develop policies, plans, and programs of the Bureau on rural development which shall include projects on increased production and income, public works improvements, health and sanitation, and recreation projects;
- c. Prescribe procedures and guidelines on the implementation of grants-in-aid and self-help assistance projects;
- d. Develop working arrangement with other national agencies particularly on the technical aspects of rural development projects;
- e. Conduct continuing evaluation of the effectiveness of the rural development program; and
- f. Perform such other functions as may be provided by law.

Functions of the Community Education and Training  
Division

Sec. 12.3. The Community Education and Training Division shall have the following functions, among others:

- a. Develop a program for community education and training;
- b. Develop procedures and techniques for the determination of training needs;
- c. Formulate and recommend training curricula for specific clientele and/or specific goals;
- d. Develop appropriate education and training techniques, methodologies, materials, and aids;
- e. Prepare and develop plans and programs for local government administration training in community development;
- f. Develop guidelines in the implementation of training programs;
- g. Recommend the allocation of education and training equipment and resources such as audio visual units, films, film slides, and visual aids among the regional offices;
- h. Undertake continuing evaluation of the different education and training programs to determine their effectiveness and recommend shift or modifications whenever necessary; and
- i. Perform such other functions as may be provided by law.

Functions of the Environmental Planning Division

Sec. 12.4. The Environmental Planning Division shall have the following functions, among others:

- a. Prepare general environmental development plans for urban and rural communities showing, among others, the major elements of land uses, location and growth characteristics, and growth points, distribution, density, and direction of growth of population as they affect community development programs;

- b. Provide technical, consultative, and advisory environmental planning services to local governments and promote or assist in the organization of local environmental planning bodies;
- c. Formulate rules and regulations for the guidance of local planning bodies pertaining to environmental development plans and programs including, among others, zoning regulations, subdivision regulations, development regulations, building codes, and official mapping;
- d. Develop working arrangement with the Bureau of Local Government in the review and approval of environmental development plans, zoning regulations, subdivision regulations, development regulations, building codes, and official mapping;
- e. Develop working arrangement with the Department of Agrarian Reform in the declaration of the suitability of an agricultural landholding for residential, commercial, industrial, or some other purposes in the implementation of the pertinent provisions of the Agricultural Land Reform Code;
- f. Conduct continuing evaluation of the effectiveness of developed plans, programs, rules, regulations, procedures, and guidelines and recommend necessary changes and remedial actions; and
- g. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE BUREAU OF COOPERATIVE DEVELOPMENT

Sec. 13. The Bureau of Cooperatives Development shall be responsible for the development of the cooperative movement in the country. It shall likewise be responsible for: (a) establishing an integrated system for the promotion, organization, development, registration, and evaluation of all types of cooperatives; (b) providing assistance to cooperatives to improve their internal organization and management; (c) developing the capabilities of cooperatives to effectively channel credit, utilize modern technology, unify marketing processes, and form capital; (d) coordinating efforts of local governments and the private sector in organization and development of cooperatives throughout the country; (e) developing new areas of cooperative enterprise such as banking, insurance, housing, investments, and other developmental enterprises; (f) evolving a financing program for cooperatives; and (g) conducting studies toward the introduction of innovations in the field of cooperatives.

The Bureau, at all levels of its organization and in all aspects of its operation, shall work closely with and render assistance to the Department of Agrarian Reform on matters related to cooperatives.

The Bureau as graphically depicted in the following organization chart, shall have a Promotion and Supervision Division, a Cooperatives Education and Training Division, a Resources Development and Allocation Division, and a Special Projects Division with corresponding duties and responsibilities, as follows:

#### Functions of the Promotion and Supervision Division

Sec. 13.1. The Promotion and Supervision Division shall have the following functions, among others:

- a. Develop procedures and guidelines for evaluating and processing applications for registration of cooperatives;
- b. Evolve a system of techniques and procedures in assessing the actual and potential capabilities and the viability of a cooperative enterprise;
- c. Develop a program of management/ technical assistance program to cooperative enterprises in order to energize and improve their productive and managerial capabilities.;

- d. Develop and recommend systems of checks and audits of financial and other transactions to determine their accuracy, propriety, and validity;
- e. Formulate procedures and guidelines in the liquidation of non-viable cooperative entities;
- f. Undertake a continuing evaluation of the effectiveness of registration and supervision systems and procedures, and of management/ technical assistance programs and recommend shifts or modifications whenever necessary; and
- g. Perform such other functions as may be provided by law.

**[Diagram V – Organization Chart – Bureau of Cooperatives Development]**

Functions of the Cooperatives Education  
and Training Division

Sec. 13.2. The Cooperatives Education and Training Division shall have the following functions, among others:

- a. Evolve an education and training program to develop the cooperatives movement;
- b. Develop procedures and techniques in determining training needs;
- c. Formulate training curricula for specific clientele and/or specific goals;
- d. Develop appropriate education and training techniques, methodologies, materials, and aids;
- e. Develop guidelines in the implementation of the education and training programs;
- f. Recommend the allocation of education and training equipment and resources among the regional offices;
- g. Undertake continuing evaluation of the different education and training programs and guidelines to determine their effectiveness and to recommend shifts or modifications whenever necessary; and
- h. Perform such other functions as may be provided by law.

Functions of the Resources Development  
and Allocation Division

Sec. 13. 3. The Resources Development and Allocation Division shall have the following functions, among others:

- a. Evolve a cooperative financing program for the maximum utilization of cooperatives development funds;
- b. Develop guidelines, procedures, rules, and, regulations on credit extension and collection of loans;
- c. Develop standards in the review, analysis, and evaluation of loan applications in order to arrive at an effective basis for recommending appropriate action;
- d. Prescribe a system of field inspection and audit of cooperatives where loaning operations have been unsuccessful with a view to improving credit-policies and procedures;
- e. Determine cooperatives development fund requirements on a regional basis and develop a system with regard to the application of funds to various types of cooperatives/projects and recommend proper allocation of funds;

- f. Conduct continuing evaluation of the effectiveness of developed plans, programs, rules, regulations, procedures, and guidelines and recommend necessary changes or modifications; and
- g. Perform such other functions as may be provided by law.

#### Functions of the Special Projects Division

Sec 13.4. The Special Projects Division shall have the following functions, among others:

- a. Formulate plans and programs for, the determination or desirability and feasibility of special cooperative projects;
- b. Initiate or facilitate the establishment of special cooperative projects;
- c. Establish, criteria for determining priorities in the support of special cooperative projects;
- d. Coordinate with field personnel and other relevant entities in the establishment and/or-development of special cooperative projects;
- e. Provide technical and other possible assistance in the maintenance, development, or rehabilitation of special cooperative projects and other related cooperative enterprises;
- f. Conduct continuing evaluation of the operations of special cooperative projects and recommend or institute necessary changes or corrective measures; and
- g. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE REGIONAL OFFICE

Sec. 14. The Department shall have eleven regions whose compositions and regional centers shall be in accordance with Paragraph 1, Article I, Chapter III, Part II of the Plan.

The Secretary shall organize in each of the regional centers an integrated Regional Office which shall be responsible for the general supervision, direction, and coordination of the operations of the Department within the region. The Regional Office shall perform the following functions provided for in Paragraph 9, Article I, Chapter III, Part II of the Plan:

- a. Implement laws, policies, plans, programs, rules, and regulations of the Department in the regional areas;
- b. Provide economical, efficient, and effective service to the people;
- c. Coordinate with regional offices of other departments, bureaus, and agencies in the area;
- d. Coordinate with local governments in the area; and
- e. Perform such other functions as may be provided by law.

The Regional Office, as graphically depicted in the following organization chart, shall have an Administrative Division, an Education and Training Division, a Local Government Division, a Community Development Division, and a Cooperative Development Division with corresponding duties and responsibilities, as follows:

#### Functions of the Administrative Division

Sec 14.1. The, Administrative Division shall have the following functions, follows:

a. Provide advice on personnel matters, and develop and manage a personnel program which shall include action on various personnel, transaction and dissemination of laws, rules, and regulations on personnel;

**[Diagram VI – Organization Chart – Regional Offices]**

b. Prepare, submit, execute, and control the budget for the region;

c. Prepare and maintain books of accounts, and render financial reports;

d. Pay salaries and wages and other approved vouchers;

e. Compile, collate, analyze, and interpret operational and administrative statistics;

f. Procure supplies, keep records, and provide security, janitorial, messengerial, and other general services; and

g. Perform such other administrative functions as may be provided by law.

**Functions of the Education and Training  
Division**

Sec. 14.2. The Education and Training Division shall have the following functions, as follows:

a. Implement the Department policies, plans, and programs relative to education and training in the fields of local government administration, community planning and development, and promotion and organization of cooperatives;

b. Conduct training of field personnel of the Department as may be necessary;

c. Formulate guidelines and standards for effective and economical utilization of field workers in training programs;

d. Conduct surveys and studies on techniques, methodologies, and innovations in the fields of local government, community development, and cooperatives development;

e. Recommend-setting of education and training priorities in coordination with regional inter-agency programs and objectives;

f. Assist field workers in securing services of resource persons or act as one whenever appropriate or when local resources are not available;

g. Study, recommend, and formulate relevant training curricula for specific local clientele and interest groups according to goals and priorities;

h. Conduct continuing evaluation on the effectiveness of education and training activities and recommend or adopt necessary changes and modifications; and

i. Perform such other functions as may be provided by law.

**Functions of the Division of Local Governments**

Sec, 14.3. The Division of Local Governments shall have the following function's as follows:

- a. Implement in the region departmental policies, plans, and programs for the improvement of local government administration;
- b. Undertake local government administrative improvement activities and projects, consonant with the rules, regulations, procedures,; and guidelines set by the Department;
- c. Act on such local government matters as specifically provided by pertinent laws and rules and regulations promulgated in the exercise by the President of his power of general supervision over local governments; and
- d. Perform such other functions as may be provided by law.

#### Functions of the Community Development Division

Sec. 14.4. The Community Development Division shall have the following functions, as follows:

- a. Implement policies and programs on community development in the region and/or recommend shifts or modifications whenever necessary;
- b. Formulate and develop regional plans and programs and set priorities or recommend shift or modifications within the context of the Bureau's national plans and programs or objectives and goals;
- c. Supervise and coordinate the implementation of the rural and urban development program including environmental planning in the region;
- d. Review and evaluate the technical and economic feasibility of specific projects proposed for funding from grants-in-aid programs, and supervise the proper implementation thereof;
- e. Assist in the preparation of monthly, quarterly, annual, and other periodic or special reports in coordination with other divisions in the region; and
- f. Perform such other functions as may be provided by law.

#### Functions of the Cooperatives Development Division

Sec. 14.5. The Cooperatives Development Division shall have the following functions, as follows:

- a. Implement policies and programs on cooperatives promotion and development in the region and set priorities and targets for the execution of plans and programs;
- b. Evaluate the implementation and effectiveness of plans and programs and recommend appropriate action if necessary.
- c. Supervise the implementation of regional plans on the promotion, organization, registration, and supervision of cooperatives including the processing of loan applications;
- d. Direct the conduct of audits along management, financial, and operational aspects, in order to determine the capability and performance efficiency of cooperatives, and evaluate findings\*and/or reports made and recommended appropriate actions;
- e. Coordinate with regional offices of other departments and 'bureaus and agencies in the area; and



f. Perform such other functions as may be provided by law.

#### Functions of the Provincial Office

Sec. 14.6. The Provincial Office shall, under direct supervision of the Regional Director, implement or execute policies, plans, programs, rules, and regulations, and projects of the Department. It shall perform the following functions, among others:

a. Implement policies, rules, and regulations, programs, and activities on urban and rural community development, local government affairs and administrative development, and cooperatives development;

b. Provide field extension services to local governments, cooperatives, and communities;

c. Exercise direct supervision over the field workers and officers' of the Department at the provincial, city, municipal, and barrio levels;

d. Implement grants-in-aid programs, self-help assistance programs, special programs, and projects of the Department in the province;

e. Conduct education, training, and information programs and activities in the province and provide assistance to training activities initiated by local governments, cooperatives, and interest groups;

f. Coordinate with other agencies in the province on the implementation of programs and activities; and

g. Perform such other functions as may be provided by law.

#### ATTACHED AGENCIES

Sec. 15. The Philippine National Cooperatives Bank and the Presidential Cooperative Development Council, which are attached to the Department under Article IX and Article X, respectively, Chapter I, Part XVII of the Plan, will continue to exercise their present functions. The relationship of these two agencies with the Department shall be in accordance with the provisions of Chapter IV, Part II of the Plan.

#### TRANSITORY PROVISIONS

Sec. 16. In conformity with the foregoing organizational structure and functional statements, you are hereby directed to prepare with the assistance of the Budget Commission, the Civil Service Commission, and the Presidential Commission on Reorganization and submit within ninety days from the promulgation of Presidential Decree No. 1 for the approval of the President supplementary details relative to the Staffing Pattern for the Department. The Staffing Pattern shall, insofar as practicable, be in accordance with the criteria specified in Paragraph 5, Article I, Chapter I of Part XXIII on General Provisions of the Plan.

Sec. 17. Upon the approval of the Staffing Pattern referred above, appointments will be made of the personnel to fill the positions authorized in said Staffing Pattern.

Sec. 18. All appointments to the positions that shall be authorized under the Staffing Pattern referred to above shall, in general, be in accordance with the merit requirements of the Civil Service law and rules and duly approved qualification standards for each position: Provided, That in the case of new position titles, qualification standards therefor shall be developed by the Department, subject to approval by the President upon recommendation of the Civil Service Commission: Provided, further, That, consideration for employment of persons other than those of the agencies and offices affected by this implementation shall be made only after the personnel of such entities shall have been considered: Provided, finally, That personnel actions which need to be taken as a result of the

establishment of the said Staffing Pattern shall be in accordance with applicable Civil Service law and rules, and the pertinent provisions of Part XXIII on General Provisions of the Plan.

Sec. 19. No original appointments to positions, except confidential positions, in the Staffing Pattern shall be made until all qualified employees in the agencies affected shall have been absorbed to appropriate positions available. You shall furnish the Civil Service Commission a certified list of all employees separated as a result of the implementation of the Organization of the Department together with a justification for their separation.

Sec. 20. The position titles that shall be used in the Staffing Pattern shall be tentative for purposes of initial appointments to positions provided therein. The position titles shall be subject to final determination and allocation to appropriate classes and salary ranges by WAPCO upon conduct of the usual audit of the duties and responsibilities assigned to the positions.

Sec. 21. All initial appointments to positions in the Staffing Pattern shall be at the authorized or actual salaries of the incumbent appointed to the positions, whichever is higher. In the reallocation of appropriations, authorized to be made under Section 24 of this Letter of Implementation, an adequate lump-sum amount shall be provided to take care of all cases where the actual salary of the appointee is more than the rate authorized.

Sec. 22. Salary increases as may result from appointments to positions in the Staffing Pattern shall be effective only after final determination and, allocation of said positions by the WAPCO pursuant to Section 20 of this Letter of Implementation.

Sec. 23. The selection and initial appointment of personnel for positions in the Staffing pattern shall be made with the assistance of a Committee to be composed of a representative each of the Department of Local Government and Community Development, Civil Service Commission, and Budget Commission: Provided, That in the consideration of personnel to fill positions authorized for the bureaus or comparable units in the Department, a representative of the bureau or comparable unit involved shall sit and participate in the deliberation of the Committee.

#### REALLOCATION OF APPROPRIATIONS

Sec. 24. You are likewise directed to cause the preparation, in collaboration with the Budget Commission, of the details of the deallocation of Appropriations necessary to put into effect the implementation as prescribed by this Letter of Implementation in accordance with Paragraph 4, Article I, Chapter I of Part XXIII of the Plan.

#### TIMING OF ADMINISTRATIVE ACTIONS

Sec. 25. You are hereby directed to effect the orderly scheduling of transfers, changes, and other transitional actions required by the Plan and this Letter of Implementation: Provided, That all such actions shall be completed within the period prescribed in Paragraph 14, Article I, Chapter I, Part XXIII of the Plan reckoned from date of issuance of Presidential Decree No. 1. In the interim, each entity affected shall continue to perform its functions until such time as you shall order change or cessation and each officer and employee shall continue to perform his duties and to exercise his authority until such time as you order otherwise but not beyond the termination of the transition period prescribed above.

Sec. 26. In the process of the final selection; of personnel to fill the positions in the Staffing Pattern mentioned above, you are authorized to make the necessary changes in the personnel structure of the Department subject to the approval of the Office of the President, to correct inequities that in your opinion may have resulted from the preparation thereof: Provided, That any adjustment or adjustments that shall be made pursuant hereto shall not result in an increase in, the total appropriations for personal services authorized for the Department.

Sec. 27. You are hereby finally directed to note and call the attention of the President to such provisions of Part XVII of the Plan or portions thereof which are inoperable, under present conditions in view of Proclamation Order

No. 1081 dated September 21, 1972 and which should be suspended until such time as their activation shall be possible.

Done in the City of Manila, this 1st day of November in the year of Our Lord, nineteen hundred and seventy-two.

(SGD.) FERDINAND E. MARCOS  
President  
Republic of the Philippines

*Source:* **Presidential Management Staff**

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1972). *[Letter of Implementation Nos.: 1 - 10]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 8**

RELATIVE TO PART XVI ON HEALTH AND OTHER PERTINENT  
PROVISIONS OF THE INTEGRATED REORGANIZATION

TO:

The Secretary  
Department of Health  
Manila

Pursuant to Presidential Decree No. 1, dated September 24, 1972, Reorganizing the Executive Branch of the National Government, you are hereby directed to implement Part XVI on Health and other pertinent provisions of the Integrated Reorganization Plan, hereinafter referred to as the "Plan," prepared by the Commission on Reorganized as follows:

ORGANIZATION OF THE DEPARTMENT OF HEALTH

Section 1. The organization and function of the Department of Health, hereinafter referred to as the "Department," shall be in accordance with the provisions of Part XVI and other pertinent provisions of the Plan and the details contained in this Letter of Implementation.

Sec. 2. The organization of the Department, graphically depicted in the following organization chart, shall consist of the Department proper composed of the immediate Office of the Secretary, the Planning Service, the Financial and Management Service, the Administrative Service, the Disease Intelligence Center, and the Office of Health Education and Personnel Training; the Bureau of Dental Health Services, the Bureau of Health and Medical Services; the Bureau of Quarantine; the Bureau of Research and Laboratories; the Food and Drug Administration; the Philippine Medical Care Commission; eleven regional offices; the following special projects: Malaria Eradication Service, National Family Planning Office, National Nutrition Program and National Schistosomiasis Control Commission; and the hospitals which are placed under the direct supervision and control of the Office of the Secretary: Jose Fabella Memorial Hospital, National Children's Hospital, National Mental Hospital, National Orthopedic Hospital, San Lazaro Hospital, and Jose R. Reyes Memorial Hospital.

**[Organization Chart 1. Department of Health]**

RELATIONSHIPS BETWEEN THE DEPARTMENT PROPER,  
BUREAUS, AND FIELD OFFICES

Sec. 3. The Office of the Secretary shall have direct line supervision over the bureaus, offices, special projects, and regional offices. It shall have responsibility for overseeing field operations to insure the judicious and effective implementation of the Department programs as initially drawn up by bureaus along their respective areas of expertise.

It shall constantly draw from the bureaus such advice and assistance as may be necessary to successfully achieve the goals and objectives of the Department.

Sec. 4. The Bureau of Dental Health Services shall be essentially staff in character and as such shall exercise functional supervision over the regional and field offices. They shall be primarily involved in the development of

plans and programs within their respective functional specialization and shall likewise develop related policies, guidelines, and standards necessary in guiding the regional and field offices in the proper implementation of such plans and programs. Where necessary and as a means of assisting the Department proper in properly delineating the methods and plans of operation at the field level, they shall maintain communication and contact with the regional and other field offices for the purpose of updating established plans and programs and determining problems arising therefrom.

Sec. 5. As staff line bureaus, the Bureau of Quarantine shall coordinate with the staff bureau and offices and regional and field offices involved in surveillance, intelligence, and control activities relative to quarantinable diseases; and the Bureau of Research and Laboratories shall be responsible for developing standards for the effective maintenance of regional and other peripheral laboratories.

Sec. 6. The regional and other field offices shall constitute the operating arms of the Department with responsibility for directly implementing the plans and programs drawn up by the staff bureaus and assigned by the Department Secretary in accordance with duly adopted policies, standards, and guidelines. They shall be organized as miniature counterparts of the Department in the region and shall be vested with sufficient authority to undertake departmental operations within their respective jurisdictions. In the exercise of such authority they shall be directly responsible to the Secretary and shall receive proper technical guidance from the staff bureaus.

#### FUNCTIONAL STATEMENTS OF THE DEPARTMENT OF HEALTH

Sec. 7. In conformity with the above set of functional relationships, the functions, powers, duties, and responsibilities of the various units of the Department shall be as follows:

##### OFFICE OF THE SECRETARY

Sec. 8. The Office of the Secretary shall consist of the Secretary of Health, the Undersecretary of Health, and the personnel in their immediate office. It shall be responsible for the adoption and promulgation of rules and regulations necessary to carry out departmental policies and objectives, and for exercising general supervision and control over the bureaus and offices of the Department.

##### Functions of the Secretary

Sec. 8.1. The functions of the Secretary shall be as follows:

1. Advise the President in the promulgation of executive orders, regulations, and decrees relative to matters under the jurisdiction of the Department;
2. Establish the policies and standards for the operation of the Department pursuant to the President's program of government;
3. Promulgate rules and regulations necessary to carry out Department objectives, policies, and functions;
4. Exercise supervision and control over all bureaus, offices, and special projects under the Department;
5. Delegate authority for the performance of any function to officers and employees under his direction; and
6. Perform such other functions as may be provided by law or assigned by the President.

##### Functions of the Undersecretary

Sec. 8.2. The functions of the Undersecretary shall be as follows:

1. Advise and assist the Secretary in the formulation and implementation of Department objectives and policies;
2. Oversee all operational activities of the Department for which he shall be responsible to the Secretary;
3. Coordinate the programs and projects of the Department, and be responsible for its economical, efficient, and effective administration;
4. Serve as deputy to the Secretary in all matters relating to the operations of the Department; and
5. Perform such other functions as may be provided by law or assigned by the Secretary.

Sec. 8.3. When the Secretary is unable to perform his duties owing to illness, absence, or other cause, or in case of vacancy in the office, the Undersecretary shall temporarily perform the functions of said office.

#### FUNCTIONS OF THE PLANNING SERVICE

Sec. 9. The Planning Service shall be responsible for providing the Department with economical, efficient, and effective services relating to planning, programming and project development. It shall have a Planning and Programming Division, a Project Development and Evaluation Division, and a Research and Statistics Division.

##### Functions of the Planning and Programming Division

Sec. 9.1. The Planning and Programming Division shall have the following functions:

- a. Formulate long-range and annual plans and programs for the Department;
- b. Formulate basic policies and guidelines for the preparation of the departmental budget, including those for the detailed allocation of funds for capital outlays, and coordinate with the Budget Division in the preparation of the department budget;
- c. Formulate criteria for determining priorities for proposed projects, and accordingly select capital projects for funding and execution including appropriate financing schemes;
- d. Undertake such re-programming as necessary in accordance with actual resources made available, including the determination of cut-backs and/or projects to be included from unprogrammed to programmed category;
- e. Evaluate periodically performance reports, and integrate project implication for aggregative planning;
- f. Maintain liaison with the central planning agency and other appropriate economic or planning bodies; and
- g. Perform such other functions as may be provided by law.

##### Functions of the Project Development and Evaluation Division

Sec. 9.2. The Project Development and Evaluation Division shall have the following functions:

- a. Initiate and/or provide support for the development of projects by the various bureaus and offices of the Department in accordance with approved priority areas;

- b. Evaluate projects proposed by units of the Department according to technical and economic feasibility and prescribed standards;
- c. Review the progress of projects under implementation against set standards, objectives, and schedules; and
- e. Perform such other functions as may be provided by law.

#### Functions of the Research and Statistics Division

Sec. 9.3. The Research and Statistics Division shall have the following functions:

- a. Compile, analyze, and integrate statistical data, including operational statistics;
- b. Assist in the formulation of policy proposals and general economic guidelines;
- c. Develop projections, forecasts, and prepare economic reports and reviews based on conducted research;
- d. Undertake continuing analysis of economic conditions and trends relating to the sectoral area in which the Department is concerned; and
- e. Perform such other functions as may be provided by law.

#### **FUNCTIONS OF THE FINANCIAL AND MANAGEMENT SERVICE**

Sec. 10. The Financial and Management Service shall be responsible for providing the Department with staff advice and assistance on budgetary, financial, and management improvement matters. It shall have a Budget Division, an Accounting Division, and a Management Division.

#### Functions of the Budget Division

Sec. 10.1. The Budget Division shall have the following functions:

- a. Develop and improve budgetary methods, procedures, and justifications;
- b. Provide, subject to budgetary ceilings, fund estimates in support of the Department's operations, plans and programs;
- c. Assist management in the presentation of the Department's budgetary estimates before administrative and legislative bodies;
- d. Provide technical assistance to subordinate budget units in the application and utilization of budgetary methods and the budget system;
- e. Prepare annual financial work plans;
- f. Allocate, in coordination with the Planning Service, available funds to programs on the basis of approved guidelines and priorities;
- g. Issue allotment advice in support of the fund requirement for the conduct of the operations under each program;
- h. Review performance reports for management guidance and as required by higher authorities; and

j. Perform such other functions as may be provided by law.

#### Functions of the Accounting Division

Sec. 10.2. The Accounting Division shall have the following functions:

- a. Advise management of financial matters;
- b. Prepare and submit financial reports to management and other government departments and agencies authorized to receive such reports;
- c. Maintain basic and subsidiary accounting records and books of accounts to reflect accurate and current financial information required by existing auditing rules and regulations and by management;
- d. Certify to the availability of funds, obligate funds, and issue Treasury Warrants to Liquidate obligations;
- e. Process requisitions, vouchers, and reports of collections and disbursements;
- f. Prepare billings to debtors of the Department; and
- g. Perform such other functions as may be provided by law.

#### Functions of the Management Division

Sec. 10.3. The Management Division shall have the following functions:

- a. Develop plan and program objectives relative to management improvement in the Department;
- b. Examine the administrative organization of the Department and make recommendations for improvement;
- c. Maintain and update the Department's organization and other manuals;
- d. Undertake regular management surveys of organizational structure, manpower, and operations; study special problems as assigned; review existing methods, procedures, and systems; and make recommendations for improvement;
- e. Develop new and improved management system; exercise staff supervision over the implementation of such improvements; and provide training in the use of the system;
- f. Develop staffing standards and manpower requirements for the Department;
- g. Review internal control system for safeguarding money and property to ascertain weaknesses and deficiencies requiring correction; and
- h. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE ADMINISTRATIVE SERVICE

Sec. 11. The Administrative Service shall be responsible for providing the Department with an efficient, and effective services relating to legal assistance, information, records, supplies equipment, collection, disbursements,



security, and custodial work. It shall have a Personnel Division, a Legal Division, an Information Division, and a General Services Division.

#### Functions of the Personnel Division

Sec. 11.1. The Personnel Division shall have the following functions:

- a. Advise management on personnel policy and administration;
- b. Develop and administer a personnel program which shall include selection and placement, classification and pay, career and employment development, performance rating, employee relations, and welfare services;
- c. Act on all matters concerning attendance, leaves of absence, appointments, promotions, transfers, and other personnel transactions;
- d. Conduct training programs in the Department;
- e. Provide medical services pursuant to the provisions of R.A. No. 1054;
- f. Maintain personnel records and statistics; and
- g. Perform such other functions as may be provided by law.

#### Functions of the Legal Division

Sec. 11.2. The Legal Division shall have the following functions:

- a. Provide legal advice to the Secretary, the Undersecretary, and the bureaus and offices of the Department;
- b. Interpret laws and rules affecting the operation of the Department;
- c. Prepare contracts and instruments to which the Department is a party, and interpret provisions of contracts covering work performed for the Department by private entities;
- d. Conduct administrative investigation, including the review of administrative charges against employees of the Department;
- e. Assist in the promulgation of rules governing the activities of the Department;
- f. Prepare comments on proposed legislation concerning the Department;
- g. Assist the Solicitor General in court litigation in which the Department is involved; and
- h. Perform such other functions as may be provided by law.

#### Functions of the Information Division

Sec. 11.3. The Information Division shall have the following functions:

- a. Develop programs to have the policies, plans, and activities of the Department properly understood by the public;

- b. Produce and disseminate media materials to implement the information program of the Department;
- c. Coordinate with the Department of Public Information; and
- d. Perform such other functions as may be provided.

#### Functions of the General Services Division

Sec. 11.4. The General Services Division shall have the following functions:

- a. Provide policy guidance on the maintenance and disposition of records and on the procurement and storage of supplies in accordance with government prescribed standards;
- b. File and maintain necessary records and establish a records disposition program for the Department;
- c. Provide mail, transportation, custodial, and general utility services for the Department;
- d. Procure, store, and distribute supplies and equipment of the Department, and conduct periodic inventories of the same;
- e. Receive, collect, and deposit cash; prepare payrolls; and process vouchers for payment of the Department's obligations; and
- g. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE DISEASE INTELLIGENCE CENTER

Sec. 12. The Disease Intelligence Center shall perform its present functions of formulating disease intelligence and assessing the state of health of the country.

#### FUNCTIONS OF THE OFFICE OF HEALTH EDUCATION AND PERSONNEL TRAINING

Sec. 13. The Office of Health Education and Personnel Training shall perform its present functions of planning, directing, and coordinating a broad personnel development and health education program for the Department.

#### FUNCTIONS OF THE BUREAU OF DENTAL HEALTH SERVICES

Sec. 14. The Bureau of Dental Health Services shall provide guidelines and standards for dental health services of the Department; it shall have no line authority over the regional and field offices.

The Bureau, as graphically depicted in the following organization chart, shall have a Standards Division and a Research Division with corresponding duties and responsibilities as follows:

#### Functions of the Standards Division

Sec. 14.1. The Standards Division shall have the following functions, among others:

- a. Develop plans, programs, and standards relative to the maintenance and improvement of dental health services for implementation by the regional and field offices;

- b. Develop standards relative to the maintenance and improvement of dental health services in public and private schools; and
- c. Perform such other functions as may be provided by law.

## **[Organization Chart 2. BUREAU OF DENTAL HEALTH SERVICES]**

### **FUNCTIONS OF THE BUREAU OF DENTAL HEALTH SERVICES**

Sec. 14. The Bureau of Dental Health Services shall provide guidelines and standards for dental health services of the Department; it shall have no line authority over the regional and field offices.

The Bureau, as graphically depicted in the following organization chart, shall have a Standards Division and a Research Division with corresponding duties and responsibilities as follows:

#### **Functions of the Standards Division**

Sec. 14.1. The Standards Division shall have the following functions, among others:

- a. Develop plans, programs, and standards relative to the maintenance and improvement of dental health services for implementation by the regional and field offices;
- b. Develop standards relative to the maintenance and improvement of dental health services in public and private schools; and
- c. Perform such other functions as may be provided by law.

#### **Functions of the Research Division**

Sec. 14.2. The Research Division shall have the following functions, among others:

- a. Undertake research studies relative to dental health in order to ascertain applicable measures of protecting the people from dental ailments; and
- b. Perform such other functions as may be provided by law.

### **FUNCTIONS OF THE BUREAU OF HEALTH AND MEDICAL SERVICES**

Sec. 15. The Bureau of Health and Medical Services shall provide guidelines and standards in the preventive, curative, and rehabilitative aspects of medicine to, but without any line authority over, operating entities.

The Bureau, as graphically depicted in the following organization chart, shall have a Division of Disease Control, a Division of Environmental Sanitation, a Division of Hospital Standards, and a Division of Maternal and Child Health with corresponding duties and responsibilities, as follows:

## **[Organization Chart 3. BUREAU OF HEALTH AND MEDICAL SERVICES]**

#### **Functions of the Division of Disease Control**

Sec. 15.1. The Division of Disease Control shall have the following functions, among others:

- a. Provide consultative and advisory services in the prevention, case-finding, treatment, and rehabilitation aspects of disease control;
- b. Develop plans, programs, operational standards, and administrative and management techniques in disease control for implementation by the regional and field offices;
- c. Develop standards relative to the maintenance and improvement of health and medical services in public and private schools; and
- d. Perform such other functions as may be provided by law.

#### Functions of the Division of Environmental Sanitation

Sec. 15.2. The Division of Environmental Sanitation shall have the following functions, among others:

- a. Provide consultative and advisory services on all phases of environmental sanitation including:
  - (1) Water, noise, and air pollution control;
  - (2) Food sanitation;
  - (3) Garbage, sewage, and refusal disposal;
  - (4) Abatement of nuisances;
  - (5) Elimination of insect vectors; and
  - (6) Sanitation in public and private premises, parks, and playgrounds;
- b. Prepare plans, programs, regulations, and criteria on environmental sanitation for implementation by the regional and field offices;
- c. Perform other allied functions relative to environmental sanitation; and
- d. Perform such other functions as may be provided by law.

#### Functions of the Division of Hospital Standards

Sec. 15.3. The Division of Hospital Standards shall have the following functions, among others:

- a. Provide consultative and advisory services in curative medicine;
- b. Develop plans, programs, operating standards, and administrative and management techniques in medical services;
- c. Develop plans and standards for the construction, operation, and maintenance of all hospitals, government and private; and
- d. Perform such other functions as may be provided by law.

#### Functions of the Division of Maternal and Child Health

Sec. 15.4. The Division of Maternal and Child Health shall have the following functions, among others:

- a. Provide consultative and advisory services on all aspects of maternal and child health;
- b. Develop plans, programs, and standards on maternal and child health for implementation by the regional and field offices;
- c. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE BUREAU OF QUARANTINE

Sec. 16. The Bureau of Quarantine shall perform its present functions of examining incoming and outgoing vessels and aircraft at ports and airports of entry and undertaking the necessary surveillance over their sanitary condition, as well as over their cargo, passengers, crew, and personal effects to protect the country from quarantinable diseases.

The Bureau, as graphically depicted in the following organization chart, shall have an Administrative Division, a Detention Services Division, an Inspection and Sanitation Division, and a Vermin Control Division which shall perform their respective present functions.

#### FUNCTIONS OF THE BUREAU OF RESEARCH AND LABORATORIES

Sec. 17. The Bureau of Research and Laboratories shall provide biological products for the country's needs and laboratory services for the health agencies of the government. It shall assume responsibility for the poliomyelitis and cholera eradication programs now performed by the Bureau of Quarantine.

The Bureau, as graphically depicted in the following organization chart, shall have a Division of Laboratories, a Division of Biologicals, and an Administrative Division with corresponding duties and responsibilities, as follows:

#### **[Organization Chart 4. BUREAU OF QUARANTINE]**

#### **[Organization Chart 5. BUREAU OF RESEARCH AND LABORATORIES]**

##### Functions of the Division of Laboratories

Sec. 17.1. The Division of Laboratories shall have the following functions, among others:

- a. Develop a coordinated and coordinated and integrated national public health laboratory system;
- b. Develop programs of research studies on bacteriology and pathology of infectious and intestinal diseases, and on the causes and prevention of virus diseases and other basic health problems;
- c. Conduct analysis of body fluids and perform autopsies and histopathological examinations;
- d. Develop programs for the analyses of water and air;
- e. Carry out the poliomyelitis and cholera eradication programs;
- f. Develop standards for and regulate the operation, maintenance, and establishment of clinical laboratories and blood banks;

g. Exercise technical supervision over laboratories of national hospitals, regional laboratories, other peripheral laboratories, and blood banks; and

h. Perform such other functions as may be provided by law.

#### Functions of the Division of Biologicals

Sec. 17.2. The Division of Biologicals shall have the following functions, among others:

a. Develop a comprehensive program for the processing, manufacture, standardization, and improvement of biological products;

b. Develop a program of processing fresh human blood into plasma;

c. Manufacture vaccines, sera, and other antitoxins; and

d. Perform such other functions as may be provided by law.

#### Functions of the Administrative Division

Sec. 17.3. The Administrative Division shall have the following functions, among others:

a. Provide the Bureau with well-planned, directed, and coordinated services relating to personnel, legal assistance, public information, records, supplies, equipment, collection, disbursements, and custodial and janitorial work; and

b. Perform such other functions as may be provided by law.

### FUNCTIONS OF THE FOOD AND DRUG ADMINISTRATION

Sec. 18. The Food and Drug Administration shall continue to perform its present functions and assume the functions of the Narcotic Drugs Division of the Bureau of Internal Revenue relative to the sale and traffic of narcotic drugs.

### FUNCTIONS OF THE PHILIPPINE MEDICAL CARE COMMISSION

Sec. 19. The Philippine Medical Care Commission shall perform its present functions pursuant to the provisions of R.A. No. 6111, otherwise known as the Philippine Medical Care Act of 1969.

### FUNCTIONS OF THE REGIONAL OFFICES

Sec. 20. The eleven regional offices of the Department shall be responsible for providing their respective geographical service areas with economical, efficient, and effective health and medical services in the preventive, curative, and rehabilitative aspects of medicine, subject to duly approved policies and standards.

Sec. 20.1. The regional offices shall have the following functions, among others:

a. Implement laws, policies, plans, programs, rules, and regulations of the Department in the regional area;

b. Provide economical, efficient, and effective health services to the people in the area;

c. Provide administrative direction and technical guidance to the provincial and city health offices in the region;

- d. Coordinate with regional offices of other departments, bureaus, and agencies in the area;
- e. Coordinate with local government units as may be provided by law.

Sec. 20.2. Each Regional Office, as graphically depicted in the following organization chart, shall have an Administrative Division, a Budget and Finance Division, and a Technical Services Division. It shall also maintain a Regional Training Center and a Regional Laboratory as may be deemed necessary, subject to the availability of funds.

#### Functions of the Administrative Division

Sec. 20.3. The Administrative Division shall have the following functions, among others:

- a. Provide the Regional Office with economical, efficient, and effective services relating to personnel, legal assistance, information, records, supplies, equipment, collection, disbursements, security, and custodial work; and
- b. Perform such other functions as may be provided by law.

#### Functions of the Budget and Finance Division

Sec. 20.4. The Budget and Finance Division shall have the following functions, among others:

#### **[Organization Chart 6. REGIONAL OFFICE]**

- a. Develop and improve regional budgetary methods, procedures, and justifications;
- b. Provide fund estimates in support of the regional office operations, plans, and program;
- c. Assist in the presentation of the regional budgetary estimates before the Department;
- d. Provide technical assistance in the application and utilization of budgetary methods in the provincial and city health offices and other subordinate units;
- e. Prepare annual financial work plans for programs and projects of the regional office;
- f. Allocate available funds to regional programs and projects on the basis of approved guidelines and priorities;
- g. Review performance reports to determine conformance with set standards;
- h. Prepare financial reports for regional management guidance and as required, by higher authorities;
- i. Maintain basic and subsidiary accounting records and books of accounts reflect accurate and current financial information required by existing accounting and auditing rules and regulations required by the Regional Office;
- j. Certify to the availability of funds; process requisitions, vouchers, and reports of collections and disbursements; and
- k. Perform such other functions as may be provided by law.

#### Functions of the Technical Services Division

Sec. 20.5. The Technical Services Division shall have the following functions, among others:

- a. Develop and evaluate plans and programs relative to activities involving the preventive, curative, and rehabilitative aspects of medicine, subject to the technical guidance of the staff bureaus;
- b. Assume the function of licensing hospitals; and
- c. Perform such other functions as may be provided by law.

#### Functions of the Regional Training Center

Sec. 20.6. The Regional Training Center shall have the following functions, among others:

- a. Administer, manage, and supervise training programs for public health personnel of the region;
- b. Conduct surveys and other methods for determining training needs;
- c. Prepare training materials and teaching aids; and
- d. Perform such other functions as may be provided by law.

#### Functions of the Regional Laboratory

Sec. 20.7. The Regional Laboratory shall have the following functions, among others:

- a. Provide laboratory services to the operating units of the region;
- b. Undertake research studies pertaining to communicable diseases and the improvement of laboratory tests and procedures; and
- c. Perform such other functions as may be provided by law.

#### Functions of the Provincial Health Offices

Sec. 20.8. The provincial health offices shall have the following functions, among others:

- a. Administer, manage, and coordinate all health activities relative to the preventive, curative, and rehabilitative aspects of medicine in the province;
- b. Exercise administrative direction, supervision, and control over the rural health units, hospitals, and sanatoria in the province; and
- c. Perform such other functions as may be provided by law.

#### Functions of the City Health Offices

Sec. 20.9. The city health offices shall have the following functions, among others:

- a. Administer, manage, and coordinate all health activities relative to the preventive, curative, and rehabilitative aspects of medicine in the city;



- b. Exercise administrative direction, supervision, and control over the, hospitals and other health units in the city; and
- c. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE MALARIA ERADICATION SERVICE

Sec. 21. The Malaria Eradication Service shall perform its present functions relative to the control and eradication of malaria in the country.

#### FUNCTIONS OF THE NATIONAL FAMILY PLANNING OFFICE

Sec. 22. The National Family Planning Office shall perform its present functions relative to the exercise of overall coordinating authority and responsibility for family planning services in the Department.

#### FUNCTIONS OF THE NATIONAL NUTRITION PROGRAM

Sec. 23. The National Nutrition Program shall perform its present functions relative to the coordination of a comprehensive action program of national nutrition.

#### FUNCTIONS OF THE NATIONAL SCHISTOSOMIASIS CONTROL COMMISSION

Sec. 24. The National Schistosomiasis Control Commission shall perform its present functions relative to schistosomiasis control.

#### FUNCTIONS OF THE JOSE R. REYES MEMORIAL HOSPITAL

Sec. 25. The five special hospitals, namely: the Jose Fabella Memorial Hospital, National Children's Hospital, National Mental Hospital, National Orthopedic Hospital, and San Lazaro Hospital, as well as the Jose R. Reyes Memorial Hospital shall perform their present functions under the direct supervision and control of the Office of the Secretary. Each shall perform decentralized personnel functions in accordance with guidelines set by the Department.

#### TRANSITORY MEASURES

Sec. 26. In conformity with the foregoing organization and functional statements, you are hereby directed to prepare with the assistance of the Budget Commission, the Civil Service Commission, and the Presidential Commission on Reorganization and submit within ninety days from the promulgation of Presidential Decree No. 1 for the approval of the President supplementary details relative to the Staffing Pattern for the Department.

The Staffing Pattern that shall be developed for purposes of this installation shall, insofar as practicable, be in accordance with the criteria specified in Paragraph 5, Article I, Chapter I, Part XXIII on General Provisions of the Plan.

Sec. 27. Upon the approval of the Staffing Pattern referred to above, appointments will be made of the personnel to fill the positions authorized in said Staffing Pattern.

Sec. 28. All appointments to the positions that shall be authorized under the Staffing Pattern referred to above shall, in general, be in accordance with the merit requirements of the Civil Service law and rules and duly approved qualification standards for each position: Provided, That in the case of new position titles, qualification standards therefor shall be developed by the Department, subject to approval by the President upon recommendation of the

Civil Service Commission: Provided, further, That consideration for employment of persons other than those of the agencies and offices affected by this implementation shall be made only after the personnel of such reorganized entities shall have been considered: Provided, finally, That personnel actions which need to be taken as a result of the establishment of the said Staffing Pattern shall be in accordance with applicable Civil Service law and rules, and the pertinent provisions of Part XXIII on General Provisions of the Plan.

Sec. 29. No original appointments to positions, except confidential positions, in the Staffing Pattern shall be made until all qualified employees in the agencies affected shall have been absorbed to appropriate positions available. You shall furnish the Civil Service Commission a certified list of all employees separated as a result of the implementation of the organization of the Department together with a justification for their separation.

Sec. 30. The position titles that shall be used in the Staffing Pattern shall be tentative for purpose of initial appointments to positions provided thereto. The position titles shall be subject to final determination and allocation to appropriate classes and salary ranges by WAPCO upon conduct of the usual audit of the duties and responsibilities assigned to the position.

Sec. 31. All initial appointments to positions the Staffing Pattern shall be at the authorized or salaries of the incumbents appointed to the positions whichever is higher. In the reallocation of appropriations authorized to be made under Section 34 of this Letter of Implementation, an adequate lump-sum amount shall be provided to take care of all cases where the actual salary of the appointee is more than the rate authorized.

Sec. 32. Salary increases as may result from appointments to positions in the Staffing Pattern to be proposed shall be effective only after final determination and allocation of said positions by the WAPCO pursuant to Section 30 of this Letter of Implementation.

Sec. 33. The selection and initial appointment of personnel for positions in the Staffing Pattern shall be made with the assistance of a Committee to be composed of a representative each of the Department proper, Civil Service Commission, and Budget Commission: Provided, That in the consideration of personnel to fill positions authorized for the bureaus or comparable units in the Department, a representative of the bureau or comparable unit involved shall sit and participate in the deliberations of the Committee.

#### REALLOCATION OF APPROPRIATIONS

Sec. 34. You are likewise directed to cause the preparation, in collaboration with the Budget Commission, of the details of the Reallocation of Appropriations necessary to put into effect the implementation as prescribed by this Letter of Implementation in accordance with Paragraph 4, Article I, Chapter I, Part XXIII of the Plan.

#### TIMING OF ADMINISTRATIVE ACTIONS

Sec. 35. You are hereby directed to effect the orderly scheduling of transfers, changes, and other transitional actions required by the Plan and this Letter of Implementation: Provided, That all such actions shall be completed within the period prescribed in Paragraph 14, Article I, Chapter I, Part XXIII of the Plan reckoned from the date of issuance of Presidential Decree No. 1. In the interim, each entity affected shall continue to perform its functions until such time as you shall order change or cessation and each officer and employee shall continue to perform his duties and to exercise his authority until such time as you order otherwise but not beyond the termination of the transition period prescribed above.

Sec. 36. In the process of the final selection of personnel to fill positions in the Staffing Pattern mentioned above, you are authorized to make the necessary changes in the personnel structure of the Department subject to the approval of the Office of the President to correct inequities that in your opinion may have resulted from the preparation thereof: Provided, That any adjustment or adjustments that shall be made pursuant hereto shall not result in an increase in the total appropriations for personal services authorized for the Department.

Sec. 37. You are hereby finally directed to note and call the attention of the President to such provisions of Part XVI of the Plan or portions thereof which are inoperable under present conditions in view of the Proclamation Order No. 1081 dated September 21, 1972 and which should be suspended until such time as their activation shall be possible.

Done in the City of Manila, this 1st day of November in the year of Our Lord, nineteen hundred and seventy-two.

(Sgd.) FERDINAND E. MARCOS  
President  
Republic of the Philippines

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1972). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACANANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 9**

RELATIVE TO CHAPTER I, PART VIII ON AGRICULTURAL AND NATURAL RESOURCES  
DEVELOPMENT AND OTHER PERTINENT PROVISIONS OF THE INTEGRATED  
REORGANIZATION PLAN

TO:

The Secretary  
Department of Agriculture and Natural Resources  
Quezon City

Pursuant to the Presidential Decree No. 1, dated September 24, 1972, Reorganizing the Executive Branch of the National Government, you are hereby directed to implement Chapter I, part VIII on Agricultural and Natural Resources Development and other pertinent provisions of the Integrated Reorganization Plan, hereafter referred to as the "Plan, prepared by the Commission on Reorganization as follows:

ORGANIZATION OF THE DEPARTMENTS OF AGRICULTURE AND NATURAL  
RESOURCES

Section 1. The organization and functions of the Department of Agriculture and Natural Resources, hereafter referred to as the "Department," shall be in accordance with the Provisions of Chapter I of part VIII and other pertinent provisions of the Plan and the details combined in this Letter of Implementation.

Sec. 2. The organization of the Department, as graphically depicted in the following organization charts, shall consist of the Department proper composed of the immediate Office of the Secretary, the Planning Service, the Financial and Management Service, the Administrative Service, the Computer Service Center, and the Agrarian Reform Unit; the Bureau of Plant Industry; the Bureau of Animal industry; the Bureau of Lands; the Bureau of Forest Development; the Bureau of Fisheries; the Bureau of Agricultural Extension; the Bureau of Agricultural Economics; the Bureau of Mines; and for each Bureau, such number of Regional Offices as it may deem necessary to establish in accordance with Article I, Chapter III, Part II of the Plan.

The Philippine Sugar Institute, the Philippine Coconut Administration, the Philippine Tobacco Administration, the Philippine Virginia Tobacco Administration, the National Grains Authority (Pursuant to Presidential Decree No. 4, dated September 20, 1972,) the National Food and Agriculture Council, and the National Meat Inspection Commission. (Pursuant to Presidential Decree No. 7, dated September 30, 1972), the Philippine Agricultural Training Council, the Coconut Coordinating Council, the Rural Improvement Committee, the Philippine Virginia Tobacco Board, and the National Agricultural Advisory Council shall be attached to the Department.

RELATIONSHIPS BETWEEN THE DEPARTMENT PROPER, BUREAUS,  
AND FIELD OFFICES

Sec. 3. The Office of the Secretary shall have direct line supervision over bureaus. It shall have responsibility for overseeing the operations of the bureaus to insure the judicious and effective implementation of the agricultural development program as initially drawn up by the bureaus along their respective area of expertise. It shall constantly draw from the bureaus such advice and assistance as may be necessary to successfully achieve the objectives of the Department.

Sec. 4. The bureaus of the Department, except the Bureau of Agricultural Economics which shall be a staff bureau, shall be essential line in character and as such shall exercise direct control and supervising over their regional and other field offices. They shall be directly responsible for the development and implementation of plans and programs within their respective functional specialization and shall likewise develop related policies and standards necessary in guiding the regional and other field offices in the implementation of such plans programs. Where necessary and as a means of assisting the regional and other field level, the bureaus through their technical divisions shall maintain dialogue and contact with the regional and other field offices for the purpose of updating established plans and programs and determining problems arising therefrom.

The bureau of Agricultural Economics shall be essentially staff in character. It shall be primarily involved in the development of plans and programs with regard to the collection and compilation of agricultural economics data and shall formulate related policies, guidelines, and standards as a means of coordinating the statistical activities of the other bureaus under the Departments.

Sec. 5. The regional and other field offices shall constitute the operating arms of the bureaus with responsibility for directly implementing the plans and programs drawn up by the bureaus and assigned by the Bureau Directors in accordance with duly adopted policies, standings, and guidelines. They shall be organized as miniature counterparts of the bureaus in the region and shall be vested with sufficient authority to undertake bureau operations within their respective jurisdictions. In the exercise of such authority they shall be directly responsible to the Directors and shall receive proper technical guidance from the bureau through their technical divisions.

6. The relationships between the Department proper and the corporations and other administrative bodies attached to the Department shall be governed by pertinent provisions of Article III, Chapter IV, Part II and Article III, Chapter I, Part XI of the Plan.

#### FUNCTIONAL STATEMENTS OF THE DEPARTMENT OF AGRICULTURE AND NATURAL RESOURCES

Sec. 7. In conformity with the above set of functional relationships, the functions, powers duties and responsibilities of the various units of the Department shall be as follows.

#### OFFICE OF THE SECRETARY

Sec. 8. The Office of the Secretary shall consist of the Secretary of Agriculture and Natural Resources, the Undersecretary of Agriculture and Natural Resources, and the personnel in their immediate office. It shall be responsible for the adoption and promulgation of rules and regulations necessary to carry out departmental policies and objectives, and for exercising general supervision and control over the bureaus and services of the Department.

#### Functions of the Secretary

Sec. 8.1 The functions of the Secretary shall be as follows:

1. Advise the President in the promulgation to executive orders, regulations, and decrees relative to matters under the jurisdiction of the Departments;
2. Establish policies and standards for the operation of the Department pursuant to the President's program of government;
3. Promulgate rules and regulations necessary to carry out Department objectives, policies, and functions;
4. Exercises supervisions and control over all bureaus and services under the Department;
5. Delegate authority for the performance of any function to be officers and employees under his direction; and

6. Perform such other functions as may be provided by law or assigned by the President.

#### Functions of the Undersecretary

Sec. 8.2. The functions of the Undersecretary shall be as follows:

1. Advise and assist the Secretary in the formulation and implementation of Department objectives and policies;
2. Oversee all operational activities of the Department for which he shall be responsible to the Secretary;
3. Coordinate the programs and projects of the Department, and be responsible for its economical, efficient, and effective administration;
4. Serve as deputy to the Secretary in all matters relating to the operations of the Department; and
5. Perform such other functions as may be provided by law or assigned by the Secretary.

Sec. 8.3. When the Secretary is unable to perform his duties owing to illness, absence, or other cause, or in case of vacancy in the Office the Undersecretary shall temporarily perform the functions of said Office.

#### FUNCTIONS OF THE PLANNING SERVICE

Sec. 9. The Planning Service shall be responsible for providing the Department with economical, efficient, and effective services relating to planning, programming and project development.

The Service shall have a Planning and Programming Division and a Project Development and Evaluation Division with corresponding duties and responsibilities, as follows:

#### Functions of the Planning and Programming Division

Sec. 9.1 The Planning and Programming Division shall have the following functions, among others:

- a. Formulate long-range and annual plans and programs for the Department;
- b. Formulate basic policies and guidelines for preparation of the department budget, including those for the detailed allocation of funds for capital outlays, and coordinate with the Financial and Management Service in the preparation of the Department budget;
- c. Formulate criteria for determining priorities for proposed projects, and accordingly select capital project for funding and execution including appropriate financing schemes;
- d. Undertake such re-programming as necessary in accordance with actual resources made available, including the determination of cut-back and/or projects to be included from unprogrammed to programmed category;
- e. Evaluate periodically performance reports, and integrate project implications for aggregative planning;
- f. Maintain liaison with the central planning agency and other appropriate economic or planning bodies;
- g. Maintain liaison with the Bureau of Agricultural Economics in the collection and compilation of Agricultural statistics; and

h. Perform such other functions as may be provided by law.

Functions of the Project Development and  
Evaluation Division

Sec. 9.2. The Project Development and Evaluation Division shall have the following functions, among others:

- a. Initiate and/or provide support for the development of projects by the various bureaus and services of the Department in accordance with approved priority areas;
- b. Evaluate projects proposed by units of the Department according to technical and economic feasibility and prescribed standards;
- c. Undertake major project development activities;
- d. Review the progress of projects under implementations against set standards, objectives, and schedules; and
- e. Perform such other functions as may be provided by law.

FUNCTIONS OF THE FINANCIAL AND MANAGEMENT SERVICE

Sec. 10. The Financial and Management Service shall be responsible for providing the Department with staff advice and Assistance on budgetary, financial, and management improvement matters.

The Service shall have a Budget Division, an Accounting Division, and a Management Division with corresponding duties and responsibilities, as follows:

Functions of the Budget Division

Sec. 10.1 The Budget Division shall have the following functions, among others:

- a. Develop and improve budgetary methods, procedures, and justifications;
- b. Provide, subject to budgetary ceiling, fund estimates in support for the Department's operations, plans, and programs;
- c. Assist management in the presentation of the Department's budgetary estimates before administrative and legislative bodies;
- d. Provide technical assistance to subordinate budget units in the application and utilization of budgetary methods and the budget system;
- e. Prepare annual financial work plans;
- f. Allocate, in coordination with the Planning Service, available funds to programs on the basis of approved guidelines and priorities;
- g. Issue allotment advice in support of the fund requirement for the conduct of the operations under each program;
- h. Review performance reports to determine conformance with set standards;

- i. Prepare budgetary reports for management guidance and as required by higher authorities; and
- j. Perform such other functions as may be provided by law.

#### Functions of the Accounting Division

Sec. 10.2. The Accounting Division shall have the following functions, among others;

- a. Advise management on financial matters;
- b. Prepare and submit financial reports to management and other government departments and agencies authorized to receive such reports;
- c. Maintain basic and subsidiary accounting records and books of accounts to reflect accurate and current financial information required by existing auditing rules and regulations and by management;
- d. Certify to the availability of funds, obligate funds, and issue Treasury Warrants to liquidate obligations;
- e. Process requisitions, vouchers, and reports of collections and disbursements;
- f. Prepare billings to debtors of the National Government; and
- g. Perform such other functions as may be provided by law.

#### Functions of the Management Division

Sec. 10.3 The Management Divisions shall have the following functions, among others;

- a. Develop plan and program objectives relative to management improvement in the Department;
- b. Examine the administrative organization of the Department and make recommendations for improvement;
- c. Maintain and update the Development's organization and other manuals;
- d. Undertake regular management surveys of organizational structure, manpower, and operations; study special problems as assigned; review existing method, procedures, and systems, and make recommendations for improvement;
- e. Develop new and improved management system; exercise staff supervision over the implementation of such improvements; and provide training in the use of the system;
- f. Develop staffing standards and manpower requirements for the Department;
- g. Review internal control system for safeguarding money and properly to ascertain weaknesses and deficiencies requiring correction; and
- h. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE ADMINISTRATIVE SERVICE



Sec. 11. The Administrative Service shall be responsible for providing the Department with economical, efficient, and effective services relating to personnel, information, records, supplies, equipment, collection, disbursements, security, and custodial work.

The Service shall have a Personnel Division, an Information Division, and General Services Division with corresponding duties and responsibilities, as follows:

#### Functions of the Personnel Division

Sec. 11.1 The Personnel Division shall have the following functions, among others:

- a. Advise management on personnel policy and administration;
- b. Develop and administer a personnel program which shall include selection and placement, classification and pay, career and employee development, performance rating, employee relations, and welfare services;
- c. Act on all matters concerning attendance, leaves of absence, appointments, promotions, transfers and other personnel transactions;
- d. Conduct training program in the Department;
- e. Provide medical services pursuant to the provisions of R. A. No. 1054;
- f. Maintain personnel records and statistics; and
- g. Perform such other functions as may be provided by law.

#### Functions of the Information Division

Sec. 11.2 The Information Division shall have the following functions, among others;

- a. Develop program to have the policies, plans and activities of the Department properly understood by the public;
- b. Procedure and disseminate media materials to implement the information program of the Department;
- c. Coordinate with the Department of Public Information; and
- d. Perform such other functions as may be provided by law.

#### Functions of the General Services Division

Sec. 11.3. The General Services Division shall have the following functions, among others.

- a. Provide policy guidance on the maintenance disposition of records and on the procurement and storage of supplies in accordance with government prescribed standards;
- b. File and maintain necessary records and establish a records disposition program for the Department;
- c. Provide mail, transportation, custodial, and general utility services for the Department;

- d. Procure, store and distribute supplies and equipment of the Department, and conduct periodic inventories of the same;
- e. Receive, collect and deposit cash, prepare payrolls, and process vouchers for payment of the Department's obligations; and
- f. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE COMPUTER SERVICE CENTER

Sec. 12. The Computer Service Center shall be responsible for providing the Department and the bureaus, corporations, and other agencies attached to it with economical, efficient, and effective services relating to electronics data processing.

The Center shall have an EDP Systems and Programming Division, an EDP Operations, Division, and an EDP technical Specialist Staff corresponding duties and responsibilities ad follows:

##### Functions of the EDP Systems and Programming Division

Sec. 12.1. The EDP Systems and Programming Division shall have the following functions, among others:

- a. Conduct feasibility and systems studies to include the design of project surveys;
- b. Develop and design systems for the processing of all applications in the entire Department;
- c. Provide all necessary programming services as me be required or directed; and
- d. Perform such other functions as may be provided by law.

##### Functions of the EDP Operations Division

Sec. 12.2. The EDP Operations Division shall have the following functions, among others:

- a. Provide for the efficient processing of job orders as prescribed by the design of the systems;
- b. Provide for the efficient operations of the computer system and other EDP equipment;
- c. Provide for the proper preparation, control, and maintenance of data; and
- d. Perform such other functions as me be provided by law.

##### Functions of the EDP Technical Specialist Staff

Sec. 12.3. The EDP Technical Specialist Staff shall have the following functions, among others:

- a. Provide technical assistance in specialized areas of applications oriented towards EDP;
- b. Conduct management survey to determine areas and systems for computerization;
- c. Formulate policies on priorities and feasibility ratings of applications;

- d. Provide maintenance services (EDP) and hardware support to the Center; and
- e. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE AGRARIAN REFORM UNIT

Sec. 13. The Agrarian Reform Unit shall have the following functions, among others;

- a. Coordinate the work of the Department with that of the Department of Agrarian Reform in the areas of Agricultural extension; land survey, disposition, and issuance of patents; establishment of resettlement areas; and soil survey and land classification;
- b. Advise and assist the Secretary in the formulation and implementation of policies and guidelines in orienting agricultural development towards helping the effective attainment of agrarian reforms;
- c. Conduct studies and initiate action plans for the harmonious and effective execution of projects by fieldmen of both Departments; and
- d. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE BUREAU OF PLANT INDUSTRY

Sec. 14. The Bureau of Plant Industry shall be responsible for conducting researches on agricultural crops; production of improved seed and plant materials; protection of agricultural crops and by-products from pests and diseases; conducting studies on efficient utilization and processing of agricultural crops and by-products; development and improvement of farm equipment, structures, and practices; regularly services on the efficient utilization and conservation of soils; and such other functions as may be provided by law.

The Bureau graphically depicted in the following organization chart, shall have a planning and Management Staff, an Administrative Division, a Laboratory Services Division, a Research Division, a Soil Management Division, a Production Division, a Farm Development Division, and a Crop Protection Division with corresponding duties and responsibilities, as follows:

##### Functions of the Planning and Management Staff

Sec. 14.1 The Planning and Management Staff shall have the following functions, among others:

- a. Formulate and recommend over-all long-range and short-range plans and programs for the Bureau;
- b. Formulate and recommend basic policies and guidelines for the preparation of the Bureau's budget, and coordinate with the Administrative Division in the preparation of the Bureau's budget;
- c. Formulate and recommend criteria for determining priorities for proposed projects;
- d. Evaluate projects proposed by units of the Bureau according to technical and economic feasibility and prescribed standards
- e. Review the progress of projects under implementation against set standards, objectives, and schedules;
- f. Compile, analyze, and present statistical data, including operational statistics needed in the formulation of policies, plans, and programs;

- g. Develop plan and program objectives relative to management improvement in the Bureau;
- h. Undertake regular management surveys of organizational structure, manpower, and operations; study special problems as assigned; review existing methods, procedures, and systems; and make recommendations for improvement;
- i. Review over-all performance of the Bureau against objectives and standards and recommend measures to correct weaknesses or deficiencies;
- j. Review internal control systems for safeguarding money and property to ascertain weaknesses and deficiencies requiring correction; and
- k. Perform such other functions as may be provided by law.

#### Functions of the Administrative Division

Sec. 14.2. The Administrative Division shall have the following functions, among the others:

- a. Advise management on personnel policies and administration;
- b. Develop and administer a personnel program on selection and placement, classification and pay, career and employee development, training, performance rating, employee relations, health and welfare services;
- c. Inform the public about the policies, plans activities, and accomplishments of the Bureau;
- d. Develop and improve budgetary methods, procedures, and justifications; provide fund estimates in support of the Bureau's operations, plans and programs; and provide for the systematic release and control of fund allotments to the various units of the Bureau;
- e. Maintain basic and subsidiary accounting records and books of accounts to reflect financial transactions; certify to the availability of funds, obligate funds, process voucher or claims and prepare financial reports;
- f. Provide legal assistance, conduct administrative investigations, draw up contracts and other legal instruments, and attend to other legal matters;
- g. File and maintain necessary records and establish a records disposition program;
- h. Provide mail, transportation, messengerial, and general utility services for the Bureau;
- i. Procure, store, and distribute supplies and equipment and conduct periodic inventories of the same;
- j. Provide cashiering services; and
- k. Perform such other functions as may be provided by law.

#### Functions of the Laboratory Services Division

Sec.14.3. The Laboratory Services Division shall have the following functions, among others:

- a. Develop and improve techniques for the processing of food products from agricultural crops and by-products;

- b. Conduct researches on the role of micro-biological activities on the processing of agricultural products and by-products;
- c. Prepare design of pilot plant project for processing agricultural products and by-products;
- d. Conduct studies of metabolic activities of plants;
- e. Determine residues of fertilizers, plant growth promoting substances and insecticides on agricultural crops and the environmental conditions;
- f. Undertake routine proximate analysis of raw agricultural materials and processed products;
- g. Undertake productions of soil inoculants;
- h. Conduct routine analysis of soils from field fertilizer trials and from farms as basis for formulation of fertilizer and lime recommendation for different crops; physical and chemical characteristics of soils; fertilizer products to determine suitability to agricultural crops;
- i. analyze soil and water samples for salinity and toxicity tests, micro-nutrient levels of soil for plant nutrition and, efficient management of soil;
- j. Coordinate with the Research Division in the study of new and effective methods of soil analysis, updating of soil correlation values, standardization of methods, and updating of fertilizer requirements of different crops; and
- k. Perform such other functions as may be provided by law.

#### Functions of the Research Division

Sec. 14.4. The Research Division shall have the following functions, among others:

- a. Develop a program for researchers and field trials on rice, corn, and other cereals crops; feed grains forage, and other field legumes; vegetables; coconut, oil plants, and rubber; tobacco, fruits, and nuts; abaca and other fibers; beverages, apices, ornamental, and medicinal plants; and herbicides and plant regulators;
- b. Provide standards for researchers on plant breeding, crop adaptation to soil and climatic conditions, cultural practices, and control of plant pests and diseases;
- c. Establish criteria for specific studies on the physical, chemical, biological aspects of soils;
- d. Conduct researches on the economics of crop production utilizing improved varieties and cultural practices;
- e. Provide standards for the effective management and supervision of the Bureau's experiment stations;
- f. Compile the results of all researchers for dissemination to and adaption by the farmers;
- g. Maintain liaison with other research institutions in both government and private sectors;
- h. Explore and introduce plants from foreign countries that may be of economic value; and
- i. Perform such other functions as may be provided by law.

#### Functions of the Soil Management Division

Sec. 14.5. The Soil Management Division shall have the following functions, among other:

- a. Establish standards for farm studies on the use of fertilizer and other soil amendment of different crops, forage, and algae in fishponds in relation to yield responses, environment and cultural practices;
- b. Prepare plans and programs for studies and surveys on soil fertility;
- c. Formulate standards and measures for the application of improved methods and techniques of soil and waters conservation;
- d. Plan and conduct studies on the genesis and morphological properties of soils;
- e. Undertake studies on soil management practices such as multi-cropping, cross cropping, crop rotation in relation to soil fertility, conservation and development;
- f. Prepare plans for soil surveys and land classification and provide technical supervision in their implementation;
- g. Establish policies, procedures, techniques, and standards in relation to soil survey classification;
- h. Review and compile soil survey and land use data and prepare suitable maps on soil land capability, soil erosion, land use, and soil fertility;
- i. Provide and maintain a systematic classification of Philippine soils in accordance with the international system of soil classification; and
- j. Perform such other functions as may be provided by law.

#### Functions of the Production Division

Sec. 14.6. The Production Division shall have the following functions, among others:

- a. Develop and promote the program for the production and distribution of sufficient improved seed and plant materials by both government and private sectors;
- b. Program the production of breeder and foundation seeds for distribution to farmers;
- c. Analyze and certify breeder, foundation, registered and certified seeds;
- d. Develop programs for the extension of technical assistance to private seed and plant growers;
- e. Recommend the establishment and provide technical supervision in the maintenance of regional seed laboratories for the analysis and certification of seed and plant materials;
- f. Provide standards for the effective management and supervision of the Bureau's seed farms;
- g. Maintain adequate supply of breeder and foundation seeds for use of the seed growers in the production of certified seeds; and
- h. Perform such other functions may be provided by law.

#### Functions of the Farm Development Division

Sec.14.7. The farm Development Division shall have the following functions, among others:

- a. Conduct basic studies on soil, water, and plant relationships including irrigation and drainage;
- b. Develop survey plans for the installation and improvement of existing irrigation systems;
- c. Conduct studies on seed irrigation, drying, and storage and techniques and facilities;
- d. Develop, improve, and maintain existing laboratory and field equipment and other facilities of the Bureau;
- e. Conduct studies on the economy and application of suitable equipment used in crop production;
- f. Plan, design and coordinate construction of farm structure, office buildings, and laboratories; and
- g. Perform such other functions as may be provided by law.

#### Functions of the Crop Protection Division

Sec.14.8. The Crop Protection Division shall have the following functions, among others:

- a. Conduct studies on seasonal occurrence and incidence of pests and diseases as basis for formulating a control program;
- b. formulate crop protection programs on specific crop maladies for the farmers;
- c. Evaluate the implementation of crop protection programs;
- d. Conduct campaigns against major pests and/or diseases outbreaks in coordination with officials and farmers;
- e. Promulgate plant quarantine rules and regulations, both foreign and domestic, and coordinate their enforcement;
- f. Establish and maintain collection/herbarium of specimens of pests, diseases, weeds rodents, and other things injurious to crops;
- g. Develop and coordinate an educational program on crop protection;
- h. Regulate and encourage the practices of commercial pest control operations;
- i. Recommend the establishment and provide technical supervision in the maintenance of plant quarantine offices and post-entry quarantine stations;
- j. Regulate and control use of pesticides; and
- k. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE REGIONAL OFFICES

Sec. 14.9. The Regional Office shall be responsible, within the region, for the implementation of laws, policies, plans, programs and rules and regulations pertaining to the production and distribution of improved seed and plant

materials; the protection of agricultural crops against pests and diseases; the efficient utilization and conservation of soils; the production of food crops and feed grains; and such other functions as may be provided by law.

The Regional Office, as graphically depicted in the following organization chart, shall have an Administrative Division and an Operations Division with corresponding duties and responsibilities, as follows:

#### Functions of the Administration Division

Sec. 14.10. The Administration Division shall have the following functions, among others:

- a. Provide services offices maintenance, transportation, communications, messengerial, records keeping, supplies and duplicating services;
- b. Provide advice on personnel policy and administration; develop and implement the approval program on personnel recruitment, selection, placement, training , career and employee development, performance rating, and other related services; maintain plantilla of personnel and other personnel records;
- c. Prepare the budget of the Regional Office periodic plan of work, allotment requests, and other required budgetary reports;
- d. Examine and certify travelling expenses vouchers, payrolls for salaries and wages, vouchers for the payment of supplies and materials, and others claims for administrative expenses; maintain requires accounting records and prepare financial reports; and
- e. Prepare the budget of the Regional Office, periodic plan of work, allotment requests, and other required budgetary reports;
- d. Examine and certify traveling expense vouchers, payrolls for salaries and wages, vouchers for the payment of supplies and materials, and other claims for administrative expenses; maintain required accounting records and prepare financial reports; and
- e. Perform such other functions as may be provided by law.

#### Functions of the Operations Division

Sec. 14.11. The Operations Division shall have the following functions, among others:

- a. Coordinate and supervise the productions in seed farms of breeder, foundation, and registered seeds; and assist in the distribution and procurement of certified seeds;
- b. Coordinate and supervise within the region the implementation of the vegetable production and distribution program, feed grains program, rice and corn production program and fruits development program;
- c. Supervise the implementation of plans and programs on the control and eradication of plant pests and diseases in the region;
- d. Supervise the enforcement of laws, rules, and regulations on the prohibition to transport diseased plant materials from one locality to another;
- e. Maintain quarantine stations to regulate the exportation and importation of seeds and plant materials;
- f. Coordinate the implementation of soil surveys and land classification for proper utilization of given areas;



- g. Promote the adoption of improved methods and techniques of soil and water conservation, including the application of improved soil management practices such as multiple cropping, cross cropping and crop rotation in relation to soil fertility conservation;
- h. Maintain soil laboratories for soil analysis and other related services;
- i. Maintain and operate the Bureau's experiment stations;
- j. Coordinate and supervise the implementation of researchers on rice, corn and other cereal crops; feed grains, forage and other field legumes; vegetables; coconut, oil plants and rubber; tobacco, fruits and nuts; abaca and other fibers; beverages, spices, ornamental and medicinal plants;
- k. Provide services and facilities for conducting demonstrations on different aspects of crop production; and
- l. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE BUREAU OF ANIMAL INDUSTRY

Sec. 15. The Bureau of Animal Industry shall be responsible for investigating, studying, and reporting on the conditions of domestic animals in the Philippines the improvement of methods of reproduction and care of animals; the introduction of improved pure breed domestic animals; the control and eradication of animal diseases; the regulation and control of the manufacture, importation, labeling advertising, distribution, and sale of livestock and poultry feeds, and such other functions as may be provided by law.

The Bureau, as graphically depicted in the following organization chart, shall have a Planning and Management Staff, an Administrative Division, a Laboratory Services Division, a Regulation and Control Division, a Dairy Development Division, a Livestock and Poultry Propagation Division, a Research Division, and an Animal Feed Control Division (Pursuant to Presidential Decree No. 7 dated September 30, 1972) with corresponding duties and responsibilities, as follows:

##### Functions of the Planning and Management Staff

Sec. 15.1. The Planning and Management Staff shall have the following functions, among others:

- a. Formulate and recommend over-all long-range and short-range plans and programs for the Bureau;
- b. Formulate and recommend basic policies and guidelines for the preparation of the Bureau's budget, and coordinate with the Administrative Division in the preparation of the Bureau's budget;
- c. Formulate and recommend criteria for determining priorities for proposed projects;
- d. Evaluate projects proposed by units of the Bureau according to technical and economic feasibility and prescribed standards;
- e. Review the progress of projects under implementation against set standards, objectives, and schedules;
- f. Compile, analyze, and present statistical, data including operational statistics needed for the formulation of policies, plans, and programs;
- g. Develop plan and program objectives relative to management improvement in the Bureau;

- h. undertake regular management surveys of organizational structure, manpower, and operations; study special problems as assigned; commendations for improvement;
- i. Review over-all performance of the Bureau against objectives and standards and recommend measures to correct weaknesses deficiencies;
- j. Review internal control systems for safeguarding money and property to ascertain weaknesses and deficiencies requiring correction; and
- k. Perform such other functions as may be provided by law.

#### Functions of the Administrative Division

Sec. 15.2. The Administrative Division shall have the following functions, among others:

- a. Advise management on personnel policies and administration;
- b. Develop and administer a personnel program on selection and placement, classification and pay, career and employee development, training, performance rating, employee relations, health and welfare services;
- c. Inform the public about the polices, plans, activities, and accomplishments of the Bureau;
- d. Develop and improve budgetary methods, procedures, and justifications; provide and estimates in support of the Bureau's operations, plans and programs; and provide for the systematic release and control of fund allotments to the various units of the Bureau;
- e. Maintain basic subsidiary accounting records and books of accounts to reflect financial transactions; certify to the availability of funds, obligate funds, process vouchers or claim and prepare financial reports;
- f. Provide legal assistance, conduct administrative investigations, draw up contracts and other legal instruments and attend to other legal matters;
- g. File and maintain necessary records and establish a records disposition program;
- h. Provide mail, transportation, messengerial, and general utility services;
- i. Procure, store, and distribute supplies and equipment and conduct periodic inventories of the same;
- j. Provide cashiering services; and
- k. Perform such other functions as may be provided by law.

#### Functions of the Laboratory Services Division

Sec. 15.3. The Laboratory Services Division shall have the following functions, among others:

- a. Undertake the production and standardization of vaccines, sera, and pharmaceutical needed in the detection, prevention, and treatment of animals diseases, including the establishment of tests and standards to which veterinary biological and pharmaceutical manufactured by the private sector or imported from abroad must conform;
- b. Provide laboratory services to the different divisions of the Bureau, other entities of the government and the public insofar as chemical analysis of meat and meat products are concerned;

- c. Maintain laboratory service for bacteriological, viral parasitological, and pathological examination for purposes of disease and diagnosis and control;
- d. Undertake, in coordination with the field services, epidemiological investigations and survey of field outbreak of animal diseases;
- f. Perform such other functions as may be provided by law.

#### Functions of the Regulation and Control Division

Sec. 15.4. The Regulation and Control Division shall have the following functions, among others:

- a. Define standards and criteria for the implementation of the program in the control, prevention, and eradication of livestock and poultry diseases inimical to the public health and, the economy;
- b. Exercise technical supervision over the inspection of meat and milk hygiene and the manufacture, processing, and preservation of meat and meat products for public consumption in all registered establishments all over the country;
- c. Render technical assistance in the management and operation of all private and public slaughterhouses;
- d. Initiate and evaluate the implementation of quarantine measures designed to prevent the introduction into the country of dangerous, highly infectious, exotic animal diseases, and the control and regulation of the exportation and importation of animal and animal products to and from foreign countries and their transshipment through the country;
- e. Evaluate the effectiveness and other therapeutic values upon diseases and health of animal under field conditions of all veterinary drugs and other similar pharmaceutical preparations offered for commercial and public use;
- f. Prepare informative materials regarding approved methods and techniques of reducing the mortality rate of livestock and poultry for dissemination to the public, and provide technical assistance and advice to the field offices and field technicians of the Bureau; and
- g. Perform such other functions as may be provided by law.

#### Functions of the Dairy Development Division

Sec. 15.5. The Dairy Development Division shall have the following functions, among others:

- a. Initiate and follow up the implementation of programs on improved dairy herd management and breeding of dairy animals to increase milk production output and to attain the heterotic performance of different breeds;
- b. Initiate and supervise studies and researchers on milk collection, cooling, storage quality control, processing, and manufacture of dairy products including handling packaging, and transportation;
- c. coordinate with different government and private entities on matters pertaining to the promotion and development of dairy farming;
- d. Establish, maintain, and operate dairy processing plants, milk collection, and chilling centers and other services as aids to marketing milk and processes dairy products;
- e. Coordinate with the Research Division in the study of feeding, value of feeds and ingredients locally available in relation to dairy animals;

- f. Define and delineate dairy development districts and specify breeds of dairy animals that may be feasibly propagated therein;
- g. Prepare feasibility studies and other informative materials relative to the dairy industry; and
- h. Perform such other functions as may be provided by law.

Functions of the Livestock Poultry  
Propagation Division

Sec. 15.6. The Livestock and Poultry Propagation Division shall have the following functions, among others:

- a. Develop a program for the procurement, transportation, distribution, and propagation of pure breed and improved breeds of animals;
- b. Provide technical supervision in the implementation of natural and artificial breeding programs for horses, large cattle, and swine;
- c. Formulate standards for the effective propagation of improved breed and recommend breeds of animals;
- d. Initiate and follow up the implementation of animal production activities, including provision for livestock feeds in stock farms, breeding stations, and breeding centers of the Bureau and coordinate with the Research Division on the study of problems pertaining to reproduction; and
- e. Perform such other functions as may be provided by law.

Functions of the Research Division

Sec. 15.7. The Research Division shall have the following functions, among others;

- a. Define standards and criteria for the conduct of researches on micro-biology, parasitology, clinic-pathology, and immunology;
- b. Evaluate results of researchers undertaken for the purpose of developing efficient and practical methods of diagnosis, treatments, prevention, control, and eradication of animal diseases;
- c. Prepare a research program on livestock and poultry management, breeding, and nutrition; and on the improvement of methods and procedures for the efficient utilization of animal products and by-products;
- d. Formulate a program on adaptive and basic researches on pasture production, improvement, management and utilization in order to improve animal performance and productivity;
- e. Develop methods and procedures in the management of improved and unimproved pastures and study the use of farm by-products for livestock production;
- f. Prepare informative materials on practical methods of diagnosis of animal diseases; flock and herd management; breeding; animal nutrition, utilization of animal products and by products; and pasture and forage utilization for dissemination to the field offices and field technicians of the Bureau; and
- g. Perform such other functions as may be provided by law.

Functions of the Animal Food Control Division

Sec. 15.8. The Animal Feed Control Division shall have the following functions, among others:

- a. Formulate policies, rules, and regulations in the regulation and control of the importation, manufacture, distribution, advertising, and sale of livestock and poultry feed, feed ingredients and additives;
- b. Prescribe procedures and guidelines in the inspection of plant facilities of feed mills, retail stores and feed distributors and in the collection of samples for quality control purposes;
- c. Maintain a register of approved feed importers, feed manufacturers, distributors, and retailers together with their approved feed mixtures or mash;
- d. Provide guidelines and technical assistance in the investigation of complaints, claims, or charges of losses due to toxic or damaged feeds and in the investigation of production, distribution, and sale misbranded, adulterated, and harmful or useful feeds;
- e. Initiate action on the prosecution of violations of the feed Control Law pursuant to R. A. 1556 and Presidential Decree No. 7; and
- f. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE REGIONAL OFFICE

Sec. 15. 9. The Regional Office shall be responsible, within the region, for the implementation of laws, policies, plans, programs and rules and regulations pertaining to animal production and propagation the prevention and control of animal diseases; the regulation and control of the manufacture, importation, labelling, advertising, distribution, and sale of livestock and poultry feeds; and such other functions as may be provided by law.

The Regional Office as graphically depicted in the following organization chart, shall have an Administrative Division and an Operative Division with corresponding responsibilities, as follows:

#### Functions of the Administrative Division

Sec. 15.10. The Administrative Division shall have the following functions, among the others:

- a. Provide services for the proper maintenance of the office and surroundings, transportation, communications, messengerial, duplicating, and general utility services;
- b. Provide advice on personnel policy and administration; develop and implement the approved program on personnel recruitment, selection, placement, training, career and employee development, performance rating, the other related matters; maintain and keep plantilla of personnel and other personnel records;
- c. Prepare the budget of the Regional Office, periodic plan of work, allotment requests, and budgetary reports;
- d. Examine and certify traveling expense vouchers, payroll for salaries and wages, vouchers for retirement gratuities, terminal leave, purchase of supplies and materials and other claims, and maintain regional accounting records; and
- e. Perform such other functions as may be provided by law.

#### Functions of the Operations Division

Sec. 15.11. The Operations Division shall have the following functions, among others:

- a. Coordinate and supervise the implementation of the program on the production and propagation of purebred and improved breeds of animals; and control prevention, and eradication of livestock and poultry diseases;
- b. Provide services for the natural and artificial breeding of animals;
- c. Maintain stock farms, breeding stations, and breeding centers for the production and propagation of purebreds and improved breeds of economic farm animals;
- d. Coordinate the enforcement of rules and regulations pertaining to quarantine and inter-provincial movement of livestock and poultry;
- e. Provide assistance in the inspection of meat and the manufacture, processing and preservation of meat and meat products in all the registered establishments in the region;
- f. Provide technical assistance in the management of public and private slaughterhouses;
- g. Evaluate the effectiveness and other therapeutic values upon diseases and health of animals under field conditions of all veterinary drugs and other similar pharmaceutical preparations offered for commercial and public uses;
- h. Register approved feeds importers, feed manufacturers, distributors, and retailers together with their approved feed mixtures or mash;
- i. Provide assistance in the inspection of plant facilities of feed mills distributors and in the collection of samples of feed for quality control purposes;
- j. Review investigation reports on complaints, claims, or charges of losses due to toxic or damaged feed, including production, distribution and sale of misbranded, adulterated and useless feed and violations of the Feed Control Law pursuant to R. A. No. 1556 and Presidential Decree No. 7;
- k. Coordinate and supervise research work undertaken in the bureau stock farms, breeding stations, and breeding centers, including demonstrations on the different aspects of livestock and poultry management, grain and forage production, pasture improvement and managements; and
- l. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE BUREAU OF LANDS

Sec. 16. The Bureau of Lands shall be responsible for the effective administration, survey, and disposition of alienable domain and other lands acquired by the government not placed under the control of cities and municipalities; and the verification, approval, and production of land survey maps according to established standards; and such other functions as may be provided by law.

The Bureau, as graphically depicted in the following organization chart, shall have a Planning and Management Staff, an administrative Division a land Management Division, a Surveys Division, a Records Division, and a Legal Division with corresponding duties and responsibilities, as follows:

##### Functions of the Planning and Management Staff

Sec. 16.1. The Planning and Management Staff shall have the following functions, among others:

- a. Formulate and recommend over-all long range and short-range plans and programs for the Bureau;

- b. Formulate and recommend basic policies and guidelines for the preparation of the Bureau's budget and coordinate with the Administrative Division in the preparation of the Bureau's budget;
- c. Formulate and recommend criteria for determining priorities for proposed projects;
- d. Evaluate projects proposed by units of the Bureau according to technical and economic feasibility and prescribed standards.
- e. Review the progress of project under the implementation against set standards, objectives, and schedules;
- f. Compile, analyze, and present statistical data, including operational statistics needed for the formulation of plans and programs;
- g. Develop plan and program objectives relative to management improvement in the Bureau;
- h. Undertake regular management surveys of organizational structure, manpower, and operations; study special problems as assigned; review existing methods, procedures, and systems; and make recommendations for improvement;
- i. Review over-all performance of the bureau against objectives, goals, and standards and recommend measures to correct weaknesses of deficiencies;
- j. Review internal control systems for safeguarding money and property to ascertain weaknesses and deficiencies requiring correction; and
- k. Perform such other functions as may be provided by law.

#### Functions of the Administrative Division

Sec. 16.2. The Administrative Division shall have the following functions, among others:

- a. Advise management on personnel policies and administration;
- b. Develop and administer a personnel program on selection and placement, classification and pay, career and employee development, training, performance rating, employee relations, health and welfare services;
- c. Inform the public about the policies, plans, activities, and accomplishments of the Bureau;
- d. Develop and improve budgetary methods, procedures, and justifications; provide fund estimates in support of the Bureau's operations, plans, and programs; and provide for the systematic release and control of fund allotments to the various units of the Bureau;
- e. Maintain basic and subsidiary accounting records and books of accounts to reflect financial transactions; certify to availability of funds, obligate funds, process voucher or claims and prepare financial reports;
- f. Provide mail, transportation, messengerial, and general utility services;
- g. Procure, store, and distribute supplies and equipment and conduct periodic inventories of the same;
- h. Provide cashiering services; and
- i. Perform such other functions as may be provided by law.

### Functions of the Land Management Division

#### Sec 16. 3. The Land Management Division

- a. Formulate, recommend, and assist in carrying out approval plans and policies for the sound management and disposition alienable lands of the public domain, friar lands, and other government lands under Bureau's administration;
- b. Conduct studies, develop, and recommend criteria for land classification according to use which are essential to the proper disposition of lands for various purposes;
- c. Review reports and recommend actions on all kinds of land applications under the various forms of concession under the Public Land Act and other related laws including special land grants and requests for the reservation of lands for public or quasi-public purposes;
- d. Prepare, process, and review land patents, lease deeds of sale, donations, exchange, permits, and other forms of land disposition for the approval of the President or any officer authorized to act in his behalf; and
- e. Perform such other functions as may be provided by law.

### Functions of the Survey Division

#### Sec. 16.4. The Survey Division shall have the following functions, among other:

- a. Develop and maintain effective standards, technique, method and procedures of executing and approving land survey;
- b. Establish and maintain survey controls network system to assure accuracy land surveys;
- c. Establish and maintain an effective survey records system to detect and prevent overlapping of survey;
- d. Process, examine, and certify for approval all classes of land surveys in accordance with established survey standards;
- e. Exercise technical supervision over all geodetic engineers executing land surveys;
- f. Study, develop, and recommend technical plans and programs for survey activities;
- g. Review technical aspects of survey contracts entered into by the Bureau with private geodetic engineers or corporations and associations engaged in the practice of surveying;
- h. Prepare flight plan; evaluate and direct the aerial photogrammetric flights; variety, prepare, and certify for approval photogrammetric cadastral projects executed under established standards;
- i. Maintain survey standards; examine, calibrate, and certify geodetic surveying and photogrammetric instruments;
- j. Reconstruct damage and/or lost survey plans and records;
- k. Follow up current development on survey methods and techniques ; and
- l. Perform such other functions as may be provided by law.



#### Functions of the Records Division

Sec. 16.5. The Records Division shall have the following functions, among others:

- a. Provide for the custody, safekeeping, maintenance, control, and disposal of all records and files involving public land applications surveys, and other transactions in the Bureau;
- b. Develop, recommend, and enforce approval plans, standards and procedures for the proper creation, maintenance, and disposal of Bureau records and documents;
- c. Operate approved systems, procedures, and methods for the routing; dispatch, distribution, and control correspondence; and
- d. Perform such other functions as may be provided by law.

#### Functions of the Legal Division

Sec. 16.6. The Legal Division shall have the following functions among others:

- a. Provide the Bureau with legal counsel and service needed for the proper and effective enforcements of all laws relative to the management, disposition, and protection of lands under its administration;
- b. Review drafts of decisions, orders or other documents necessary to dispose of cases of claims and conflicts involving lands under the Bureau's administration;
- c. Conduct formal hearings, evaluate evidence and submit recommendations or draft of decision or actions on administrative cases filed against employees in the Central Office;
- d. In collaboration with the Office of the Solicitor General, prepare legal pleadings, gather evidence in support thereof, and in general, provide the Director with legal representation in court to sustain his position in all ordinary land registration cases, cadastral and other compulsory land registration proceedings and in other ordinary civil cases and special civil actions where the Director is a party;
- e. Conduct studies and render legal opinions or comments on legal issues; and draft bills for the proposal to Congress; and
- f. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE REGIONAL OFFICE

Sec. 16.7. The Regional Office shall be responsible for the implementation in the regional area of policies, plans, programs, rules and regulations of the Bureau on the administration, survey, and disposition of alienable domain and other lands acquired by the government; the execution of cadastral surveys of cities and municipalities; the verification, approval, and production of land survey maps according to established standards; and such other functions as may be provided by law.

The Regional Office, as graphically depicted in the following organization shall have the an Administrative Division and Survey Division with corresponding duties and responsibilities, as follows:

#### Functions of the Administrative Division

Sec 16. 8. The Administrative Division shall have the following functions, among others:

- a. Provide services for the proper maintenance of the office and surroundings, transportation, communications, messengerial, duplicating services, supplies, records, and general utility services;
- b. Provide advice on personnel policy and administration; develop and implement the approved program on personnel recruitment, selection, placement rating, and other related matters; maintain and keep plantilla of personnel and other personnel records;
- c. Conduct investigation and prepare draft of decisions on cases involving land claims and conflicts; conduct formal hearings of administrative cases involving personnel of the regional office and provide other legal services;
- d. Prepare the budget of the Regional Office, periodic plan or work, allotment requests and budgetary reports;
- e. Examine and certify travelling expense vouchers payroll for salaries and wages, vouchers for retirement gratuities, terminal leave, purchase of supplies and materials and other claims; and maintain regional accounting records; and
- f. Perform such other functions as may be provided by law.

#### Functions of the Survey Division

Sec 16.9. The Survey Division shall have the following functions among others:

- a. Perform examination of survey returns submitted for verification and approval to insure completeness and accuracy,
- b. Verify survey computations and plans, and check for conformity with old surveys;
- c. Prepare and verify technical description of approved survey;
- d. Keep and maintain files of all survey records and take charge of their safe-keeping;
- e. Provide advice and technical assistance in the supervision of survey parties and if contract survey projects within the region to insure maintenance of standards and compliance with the terms of the contract;
- f. Process field reports covering requests for survey authority and prepare survey authority or survey order as necessary; and
- g. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE BUREAU OF FOREST DEVELOPMENT

Sec. 17. The Bureau of Forest Development shall be responsible for the economical efficient, and effective classification, protection reforestation, and conservation of public forests and forest reserves; the implementation of multiple use and sustained yield management in the public forests; and comprehensive program of forest research; the protection, development, and preservation of national parks, game refuges, and wildlife throughout the contrary; the implementation of a continuing program of kaingin management within the public forests; the enforcement of forestry, reforestation, parks, game and wildlife laws; and such other functions as may be provided by law.

The Bureau, as graphically depicted in the following organization chart, shall have a Legal Staff, an Administrative Division, a Planning and Evaluation Division, a Silviculture Division, a Forest Protection and Utilization Division, a Parks, Range and Wildlife Division, and a Forest Research Division with Corresponding duties and responsibilities, as follows:

### Functions of the Legal Staff

Sec. 17.1. The Legal Staff shall have been the following functions, among others:

- a. Provide legal counsel and assistance to the Director and various organizational units of the central office concerning the interpretation and application of forestry reforestation, parks and wildlife laws;
- b. Assist the regional staffs in resolving complex legal problems involving violations of laws, rules, and regulations;
- c. Appear in court and administrative bodies in behalf of the Director and other personnel of the Bureau on cases arising from the lawful discharge of, or cases related to the functions of their offices;
- d. Conduct investigation regarding cases filed against employees of the Bureau and submit recommendations; and
- e. Perform such other functions as may be provided by law.

Sec. 17.2. The Administrative Division shall have been the following functions, among others:

- a. Advise management on personnel policies and administration;
- b. Develop and administer a personnel program on selection and placement, classification and pay, career and employee development, training, performance rating, employee relations, health and welfare services;
- c. Inform the public about the policies, plans, activities, and accomplishments of the Bureau;
- d. Develop and improve budgetary methods, procedures, and justifications; provide fund estimates in support of the Bureau's operations, plans, and programs; and provided for the systematic release and control of funds allotments to the various units of Bureaus;
- e. Maintain basic and subsidiary accounting records and books of accounts to reflect financial transactions; certify to the availability of funds, obligate funds; process vouchers or claims; and prepare financial reports;
- f. File and maintain necessary records and establish a records disposition programs;
- g. Provide mail, necessary records and establish a records disposition program;
- h. Procure mail, transportation messengerial, and general utility services for the Bureau;
- i. Provide cashiering services; and
- j. Perform such other functions as may be provided by law.

### Functions of the Planning and Evaluation Division

Sec. 17.3. The Planning and Evaluation Division shall have been the following functions, among others:

- a. Undertake economic, organization, and management research relative to forest and land management and forest industry development;
- b. Prepare long-range and annual programs of works;

- c. Guide the preparations of multiple-use plans for the public forest;
- d. Establish standards for land classification in the public forest;
- e. Evaluate through system of field inspection, the quality and quantity of performance as measured against established, policies, goals, and standards;
- f. Recommend changes on laws, regulations, policies, and procedures as needed to achieve agency objectives;
- g. Maintain agency manuals; and
- h. Perform such other functions as may be provided by law.

#### Functions of the Silviculture Division

Sec. 17.4. The Silviculture Division shall have been the following functions, among others:

- a. Maintain a current inventory of timber resources in the public forest, including virgin, cutover, and degraded forests;
- b. Design silvicultural systems for commercial and non-commercial timberlands;
- c. Prepare working unit plans;
- d. Provide standards for the conduct of post-harvest diagnostic surveys, timber stand and improvement activities in public forest.
- e. Prepare the program for reforestation and disease and insect control activities;
- f. Insure that the boundary of the permanent public forest is established in accordance with the land classification standards established by the Planning and Evaluation Division and undertake the initial marking of the boundary; and
- g. Perform such other functions as may be provided by law.

#### Functions of the Forest Protection and Utilization Division

Sec. 17. 5. The Forest Protection and Utilization Division shall have the following functions, among others:

- a. Plan and develop, within the public forest, the programs for protecting the public forest, reforestation projects, parks and wildlife sanctuaries from fire and encroachment;
- b. Provide guidelines for the effective enforcement of fish and game laws and regulations;
- c. Prescribe standards and procedures of the issuance of ordinary timber licenses and for forest land occupancy and other uses;
- d. Issue timber licenses and establish guidelines in the processing of applications for leases and in the preparation of operating plans for the removal of timber and minor forest products in accordance with working unit plans;

- e. Develop a program for the resettlement of shifting cultivators occupying the public forests;
- f. Formulate a program for the protection and rehabilitation of watersheds;
- g. Develop, install, and provide technical supervision in the maintenance of forest transportation and communication systems, buildings, and other structural facilities associated with the public forest; and
- h. Perform such other functions as may be provided by law.

#### Functions of the Parks, Range and Wildlife Division

Sec. 17.6. The Parks, Range and Wildlife Division shall have the following functions, among others:

- a. Formulate the outdoor recreation program in public forest national parks, including marine parks and other related recreational units;
- b. Establish the carrying capacity and range-use requirements on sustainable grasslands in the public forest;
- c. Set standards for the issuance of grazing permits to ensure that utilization on public range is in accordance with watershed and wildlife habitat requirements;
- d. Determine the need for and recommend establishment of wildlife sanctuaries;
- e. Establish wildlife habitat requirements for application in the managed forest;
- f. Recommend season and baglimits for the harvest of fish and game within the public forest and the marine parks, lakes and other inland waters which may be under the jurisdiction of the Bureau; and
- g. Perform such other functions as may be provided by law.

#### Functions of the Forest Research Division

Sec 17.7. The Forest Research Division shall have been the following functions, among others:

- a. Conduct problem analysis; design and implement programs of basic and applied research on the protection and utilization of the soil, water, timber, range and wildlife habitat and recreation resources of the public forest including silviculture, forest pest and diseases, range wildlife and forest environment; and
- b. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE REGIONAL OFFICE

Sec. 18.8. The Regional Office shall be responsible, within the regional areas, for directing and supervising the implementation of laws, policies, plans, programs, rules and regulations pertaining to the protection and utilization of forest resources; reforestation development and preservation and national parks, wildlife, game refuge and sanctuaries; management of shifting cultivators; and such other functions as may be provided by law.

The Regional Office as, graphically depicted in the following organizational chart, shall have an Administrative Division and Technical Division with corresponding duties and responsibilities, as follows:

#### Functions of the Administrative Division

Sec. 17. 9. The Administrative Division shall have been the following functions, among others:

- a. Provide services for office maintenance, transportation, communications, messengerial, records keeping, supplies and general utility services;
- b. Provide advice on personnel policy and administrative; develop and implement the approved program on personnel recruitment, selection, placement, training, career and employee development, performance rating, and other personnel records;
- c. Provide legal counsel and assistance to the Regional Director and other employees in the region concerning the interpretation and application forestry laws, rules and regulations; and review reports on the investigation of cases involving violations of forestry laws, rules and regulations, including administrative cases filed against employees in the region and prepare necessary recommendations;
- d. Prepare the budget of the Regional Office, periodic plan of work, allotment requests, and budgetary reports;
- e. Examine and certify travelling expense vouchers, payrolls for salaries and wages, vouchers for the payment of supplies and materials and other claims for administrative expenses; maintain the required books of accounts and prepare the necessary financial statements; and
- f. Perform such other functions as may be provided by law.

#### Functions of the Technical Division

Sec. 17.10. The Technical Division shall have been the following functions, among others:

- a. Maintain a current inventory of timber resources in the public forests in the region;
- b. Coordinate and supervise the implementation of the silviculture systems for timberlands;
- c. Prepare regional working unit plans;
- d. Undertake the initial establishment and marking of the boundary of public forests within the region;
- e. Coordinate and supervise the reforestation and afforestation activities within the region;
- f. Coordinate and supervise the protection of public forests, reforestation projects, and parks wildlife sanctuaries from fire and encroachment;
- g. Assist in the enforcement of fish and game laws and regulation;
- h. Issue permits and control occupancy of public forest; issue timber licenses in accordance with existing policies of the Bureau, and prepare operating plans for the removal of timber.

#### Functions of the Planning and Management Staff

Sec. 18.1. The Planning and management Staff shall have been the following functions, among others:

- a. Formulate and recommend over-all long-range and short-range plans and programs for the Bureau;
- b. Formulate and recommend basic policies and guidelines for the preparation of the Bureau's budget; and coordinate with the Administrative Division in the preparation of the Bureau's budget;

- c. Formulate and recommend criteria for determining priorities for proposed projects;
- d. Evaluate projects proposed by units of the Bureau according to technical and economic feasibility and prescribed standards;
- e. Review the progress of projects under implementation against set standards, objectives, and schedules;
- f. Compile, analyze, and present statistical data, including operational statistics needed in the formulation of policies, plans and programs;
- g. Develop plan, and program objectives relative to management and improvement in the Bureau;
- h. Undertake regular management surveys of organizational structure, manpower, and operations; study special problems as assigned; review existing methods, procedures, and systems; and make recommendations for improvement;
- i. Review over-all performance of the Bureau against objectives, goals, and standards and recommend measures to correct weaknesses or deficiencies;
- j. Review internal control systems for safeguarding money and property to ascertain weaknesses and deficiencies requiring correction; and
- k. Perform such other functions as may be provided by law.

#### Functions of the Administrative Division

Sec. 18.2. The Administrative Regional shall have been the following functions, among others:

- a. Advise management on personnel policies and administration;
- b. Develop and administer personnel program on selection and placement, classification and pay, career and employee development, training, performance rating, employees relations health and welfare services;
- c. Develop and improve budgetary methods, procedures, and justifications; provide fund estimates in support of the Bureau's operations, plans, and programs; and provide for the systematic release and control of funds allotments to the various units of the Bureau;
- d. Maintain basic and subsidiary accounting records and books of accounts to reflect financial transactions; certify vouchers or claims; and prepare financial reports;
- e. Provide legal assistance, conduct administrative investigation drawn up contracts and other legal instruments, and attend to other legal matters;
- f. File and maintain necessary records and establish a records disposition program;
- g. Provide mail, transportation, messengerial, and general utility services for the Bureau;
- h. Procure, store, and distribute supplies and equipment and conduct periodic inventories of the same;
- i. Provide cashiering services; and
- j. Perform such other functions as may be provided by law.

Functions of the Fishery Economics  
and Information Division

Sec. 18.3. The Fishery Economics and Information Division shall have been the following functions, among others:

- a. Maintain an information service which shall disseminate practical information, findings of research, and rules and regulations pertaining to the fishing industry;
- b. Conduct studies on the nature, organization, operations, and resources of fishery and allied industries;
- c. Prepare the Bureau's press release, publications, and other mass media communications and other reports as may be needed;
- d. Plan and coordinate the participation of the Bureau in fairs, expositions, parades and other public relations activities;
- e. Perform such other functions as may be provided by law.

Functions of the Technological Service Division

Sec. 18.4. The Technological Services Division shall have been the following functions, among others:

- a. Formulate policies and procedures in rendering technical assistance and advisory services on the proper procurement construction, equipping, and operation of fishing boats, gear, ice plants, and cold storages, processing plants; and on other aspects of the fishing industry;
- b. Develop improved methods of fishing, manipulation of fishing vessels, gear, and new appliances for improving the production of primary products;
- c. Provide technical assistance to the private sector of the industry in the proper handling, refrigeration, processing, and transportation of fish;
- d. Determine the need for and recommend the establishment of port facilities such as fish landing, fish piers, fish markets, fishing ports, ice plants and cold storages, processing pilot plants, and fishing harbors;
- e. Develop training programs for fisherman on improved methods and techniques of fishing and proper use and maintenance of fishing gears;
- f. Render technical assistance and advisory services to private parties in securing loans for the purchase of fishing vessels and gear, ice plants and cold storages and processing equipment, including the preparation of project studies for this purpose;
- g. Develop quality control methods and establish standards for use in fishing landings and fish markets for fresh and processed fishery products to safeguard public health; and
- h. Perform such other functions as may be provided by law.

Functions of the Licenses and Protection Division

Sec. 18.5. The Licenses and Protection Division shall have been the following functions, among others:



- a. Formulate policies and procedures on: fishing boat registration and licensing; issuance of fishpond and fishery products permits; leases and concessions; maritime and safety inspection fishery protection and regulation; and fishery quarantine and inspection;
- b. Provide standards for fishing boat registration and licensing the issuance of fishpond and fishery products permits; and for processing of applications for leases and concessions;
- c. Recommend the enactment of laws and the promulgation of rules and regulations aimed at making more effective fishery protection and conservation;
- d. Formulate standards and procedures in the conduct of maritime safety inspection and fishing rights adjudication;
- e. Coordinate with the regional offices in the enforcement of fishery laws and regulations; and
- f. Perform such other functions as may be provided by law.

#### Functions of the Fish Propagation Division

Sec. 18.6. The Fish Propagation Division shall have been the following functions, among others:

- a. Determine the extent, production capacity, and nature of inland bodies of water for replenishment and stocking whenever necessary for communal fisheries;
- b. Develop adaptive methods and modern techniques such as hatcheries fish pen and fish cages in the production of cultivable special suitable local inland waters;
- c. Develop improved and effective methods and techniques of fish culture and study effective ways of promoting their adoption;
- d. Formulate policies and adopt measures to control diseases and parasites of fishes and rehabilitate damages to inland fisher due to unpredictable occurrences of natural calamities like floods, typhoons, earthquakes, and other geological disturbance.
- e. Recommend the establishment and provide technical supervision in the management of fishery stations for demonstration and production of fish seeds for distribution to inland bodies of water; and
- f. Perform such other functions as may be provided by law.

#### Functions of the Fisheries Research Division

Sec. 18.7. The Fisheries Research Division shall have been the following functions, among others:

- a. Conduct researchers on biology, aquaculture and utilization of aquatic resources; oceanographic and limnological investigations as they affect fishery; and fishing techniques in relation to conservation and development of our fishery resources;
- b. Undertake biological studies to determine the causes of the decline of the various commercial fish population and to develop methods for the conservation and rehabilitation of the different species;
- c. Undertake exploratory survey of offshore areas to determine new fishing grounds and measure the effect of different fishing gear on the fish population;

- d. Undertake oceanographic and biological survey of marine waters to determine water conditions and correlate their productivity with such conditions;
- e. Undertake limnological and biological surveys of marine waters to determine water conditions of the water and its relation to their productivity;
- f. Undertake researches aimed to increase fish production in brackish, marine, and freshwater areas, especially through aquaculture;
- g. Undertake researches on fish processing to improve quality of preserved fishes and other aquatic resources; and
- h. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE REGIONAL OFFICE

Sec. 18.8. The Regional Office shall be responsible within the regional area, for the production and propagation of fish; enforcement of fishery laws, rules and regulations; registration, documentation, and licensing of fishing boats above 3 gross tons but not more than 25 hectares; maintenance and operation of fishery station extension service; and such other functions as may be provided by law.

The Regional Offices, as graphically depicted in the following organization chart, shall have an Administrative Division and an Operations Division with corresponding duties and responsibilities, as follows:

##### Functions of the Administrative Division

Sec. 18.9. The Administrative Division shall have been the following functions, among others:

- a. Provide Services for office maintenance, transportation, communications, messengerial, records keeping, supplies, duplicating, and other general utility services;
- b. Provide advice on personnel policy and administration; develop and implement the approved program on personnel recruitment, selection, placement, training, career and employees development, performance rating, and other related matters; maintain and keep plantilla of personnel and other personnel records;
- c. Prepare budget of the Regional Office, the periodic plan of work, allotment requests and the required budgetary reports;
- d. Examine and certify traveling expense vouchers, payrolls for salaries and wages, vouchers for the payment of supplies and materials, and other claims for administrative expenses; maintain the required books of account and prepare the necessary financial statements; and
- e. Perform such other functions as may be provided by law.

##### Functions of the Operation Division

Sec. 16.10. The Operation Division shall have been the following functions, among others:

- a. Coordinate and supervise the production of cultivable fish species suitable to inland water through the adoption of modern methods such as the construction of fish hatcheries, fish pen and fish cages and replenish and stock fishdeplete areas;

- b. Maintain fishery stations for demonstration and for production of fish seed for distribution to inland bodies of water;
- c. Provide technical assistance on the proper procurement, construction equipping and operation of fishing boats and gear; ice plants and cold storages; processing plants; and other fishing facilities;
- d. Conduct demonstrations on improved fishing methods, utilization, and maintenance of fishing boats and gears, and fish preservation and processing;
- e. Conduct statistical surveys within the region on fish production, fishing units and manpower, area productivity of fishponds, and on such other aspects of fisheries as may be needed by the Bureau;
- f. Process applications pertaining to fishing boat registration and licensing, fishpond permits and leases, and fishery products permits and concessions;
- g. Provide technical supervision in the inspection of fishing boats fishpond areas, fishery products, and concessions in relation to application for licenses, permits and leases, and in the issuance of permits and licenses in accordance with existing policies, rules and regulations of the Bureau;
- h. Supervise the enforcement of fishery laws, rules, and regulations for the protection of fishery resources in the region;
- i. Provide legal assistance to the Regional Offices and other component units; and
- j. Perform such other functions as may be provided by law.

#### BUREAU OF AGRICULTURAL EXTENSION

Sec. 19. The Bureau of Agricultural Extension shall be responsible for the improvement of rural life through the strengthening of agricultural extension services which shall include the dissemination of useful and practical information on agriculture soil conservation, livestock, fisheries, forest conservation, public lands and natural resources laws, home economics and rural life through field demonstrations, lectures and such other functions as may be provided by law;

The Bureau shall also assist in providing extension services in agrarian reform projects, and shall for this purpose, coordinate with the Bureau of Farm Management under the Department of Agrarian Reform.

The Bureau, as graphically depicted in the following organization chart, shall have a Planning and Management Staff, an Administrative Division, Publications and Information Division, an Agricultural Programs Division, a Home Economics Programs Division, and a Rural Clubs Programs Division with corresponding duties and responsibilities, as follows:

#### Functions of the Planning and Management Staff

Sec. 19.1. The Planning and Management staff shall have been the following functions, among others:

- a. Formulate and recommend over-all long-range and short-range plans and programs for the Bureau;
- b. Formulate and recommend basic policies and guidelines for the preparation of the Bureau's budget, and coordinate with the Administrative Division in the preparation of the Bureau's budget;
- c. Formulate and recommend criteria for determining priorities for proposed projects;

- d. Evaluate projects proposed by units of the Bureau according to technical and economic feasibility and prescribed standards
- e. Review the progress of projects under implementation against set standards, objectives, and schedules;
- f. Compile, analyze, and present statistical data, including operational statistics needed in the formulation of policies, plans, and programs;
- g. Develop plan and program objectives relative to management improvement in the Bureau;
- h. Undertake regular management surveys of organizational structure, manpower, and operations; study special problems as assigned; review existing methods, procedures, and systems; and make recommendations for improvement;
- i. Review over-all performance of the Bureau against objectives and standards and recommend measures to correct weaknesses or deficiencies;
- j. Review internal control systems for safeguarding money and property to ascertain weaknesses and deficiencies requiring correction; and
- k. Perform such other functions as may be provided by law.

#### Functions of the Administrative Division

Sec. 19.2. The Administrative Division shall have been the following functions, among others:

- a. Advise management on personnel program on selection Administration;
- b. Develop and administer a personnel program on selection and placement, classification and pay, career employee development, training performance rating, employee relations, health and welfare services;
- c. Develop and improve budgetary methods, procedures, and justifications; provide fund estimates in support of the Bureau's operations, plans, and programs; and provide for the various units of the Bureau;
- d. Maintain basic and subsidiary accounting records and books of accounts to reflect financial transactions; certify to the availability of fund, obligate funds, process vouchers or claims; and prepare financial reports;
- e. Provide legal assistance, conduct administrative investigations; draw up contracts and other legal instruments and attend to other legal matters;
- f. File and maintain necessary records and establish a records disposition program;
- h. Procure, store, and distribute supplies and equipment and conduct periodic inventories of the same;
- i. Provide cashiering services; and
- j. Perform such other functions as may be provided by law.

#### Functions of the Publications and Information Division

Sec. 19.3. The Publication and Information Division shall have been the following functions, among others:

- a. Gather information which are for public consumption for mass release through radio and television broadcast, press release and other mass communication media on subjects of agriculture, poultry and livestock, home economics and youth development; write skits and plays on these areas and related subjects that would attract listener;
- b. Prepare technical visual aids on agriculture, home economics, youth development and other related subjects for distribution to the technical personnel for use in conducting lectures and as illustrative pictures for technical bulletins, reading materials and other mass education and other mass education processes; put up education exhibits in fairs and fiestas; conduct visual showing up educational films through mobile visual units and other related technical visual aid preparation work;
- c. Edit all articles classified or intended for mass circulation prepared by subject matter specialists and research institutions; translate them to layman's language and major dialect brochures, and other publications and manage their circulation and recording;
- d. Maintain printing and binding machines and paraphernalia; perform all the printing and duplicating services of the Bureau bind pamphlets, technical bulletins, books periodicals, and other related matters;
- e. Manage and maintain a reference library which shall be the respiratory of all scientific books and periodicals; compile pertinent information needed by the Bureau; gathers clippings of news items which are of general interest in the Bureau; and
- f. Perform such other functions as may be provided by law.

#### Functions of the Agricultural Programs Division

Sec. 19.4. The Agricultural Programs Division shall have been the following functions, among others:

- a. Prepare operational plans and programs on the promotion of scientific crop production, taking into consideration the varying conditions and need of the different parts of the country;
- b. Prepare operational plans and programs on poultry and livestock promotion and disease preventive education; assist in the animal dispersal program of improved breeds and keep rec of same;
- c. Prepare plans and programs for the development of demonstration stations or nurseries as show windows of modern and scientific farming and of home economics practices as well as source of seeds, planting materials, and vital information on scientific farming;
- d. Develop a program of assistance on the organization and development of farmers associations, with particular emphases on membership education and leadership training; assist in the registration and extend advice and assistance in some of the activities of such farmers associations; keep records of such associations and its members; conduct studies and researches on behavioral patterns of association members to ascertain proper approaches and make recommendations thereon;
- e. Develop an educational program on farm mechanization and conduct tests and trials of farm machineries and implement as part of the project;
- f. Prepare programs on farm management, including supervised credit, farm planning, budgeting, accounting, and other related matters;
- g. Maintain close and constant liaison with research institutions to keep abreast of current development in the field of agricultural research, particularly on crops, poultry, and livestock;

- h. Write technical bulletins, manuals, and course of study on the proper propagation of field crops and the proper raising of poultry and livestock related matters; and
- i. Perform such other functions as may be provided by law.

#### Functions of the Economics Programs Division

Sec. 19.5. The Home Economics Programs Division shall have been the following functions, among others:

- a. Develop an educational program on the on the right kind of foods items and on the production of nutritious food crops and other backyard projects;
- b. Prepare educational programs on approved health, sanitation, and home improvement practices;
- c. Develop programs for manpower development on clothing, fiber and other small trades; provide quality controls guides; and conduct feasibility studies on prospects of small trades;
- d. Initiate programs on family relations and family planning education, child development and upbringing;
- e. Conduct continuing studies of women's clubs, their membership and leadership pattern, behavior, and attitudes and make recommendations and/or prepare plans for their development;
- f. Conduct studies on researches on vital aspects of home economics including food nutrition, sanitation, home improvement, family relations, social behavior, and other related matters;
- g. Provide technical assistance to operating units on matters within the functional expertise of the Division; and
- h. Perform such other functions as may be provided by law.

#### Functions of the Rural Clubs Programs Division

Sec. 19.6. The Rural Clubs Programs Division shall have been the following functions, among others:

- a. Provide advice and assistance to the Regional Offices on youth and youth club development;
- b. Develop plans and programs on youth and youth club development and provide technical assistance to operating units in the implementation of the same;
- c. Conduct continuing studies on youth clubs where agricultural and home economics project can be best introduced;
- d. Keep records of all clubs and its members, kind of training conducted, projects undertaken, other pertinent data;
- e. Conduct studies on the appropriate recreation activities for the youth; conduct surveys to find out suitable areas and place for camping activities; prepare plans for the development of such sites like the planting of trees, introduction of some infrastructure improvement and other needs;
- f. Compile studies on the cause or causes of juvenile delinquency, drug addiction and other maladies affecting the young people; recommend course of action to be taken; gather statistics on youth and conduct studies on their training needs to develop their skills, knowledge and techniques;
- g. Prepare technical bulletins, course of study, leaflets, and other form of reading materials on youth club development; and

h. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE REGIONAL OFFICE

Sec. 19.7. The Regional Office shall be responsible for the implementation in the regional area of policies, plans programs, rules and regulations of the Bureau on the improvement of rural life through agricultural extension services or the dissemination of useful and practical information on agriculture, soil conservation, livestock, forest conservation, public lands and natural resources laws, home economics and rural life through effective mass communications; and such other functions as may be provided by law.

The Regional Office, as graphically depicted in the following organization chart, shall have an Administrative Division and a Technical Division with corresponding duties and responsibilities, as follows:

##### Functions of the Administrative Division

Sec.19.8. The Administrative Division shall have been the following functions, among others:

- a. Provide services for office maintenance, transportation, communications, messengerial, records keeping, supplies and duplicating services;
- b. Provide advice on personnel policy and administration; develop and implement the approved program on personnel recruitment, selection, placement, training, career and employee development performances rating, and other related services; maintain and keep plantilla of personnel and other personnel records;
- c. Prepare budget of the Regional Office, periodic plan of work, allotments requests, and other required budgetary reports;
- d. Examine and certify traveling expense vouchers, payrolls for salaries and wages, vouchers for the payment of supplies and materials and other claims for administrative expenses; maintain required accounting records and prepare financial reports; and
- e. Perform such other functions as may be provided by law.

##### Functions of the Technical Division

Sec.19.9. The Technical Division shall have been the following functions, among others:

- a. Develop regional plans and programs for effective agricultural extension services, improvement of home practices and the proper organization and development of rural clubs, including youth clubs, and other related matters;
- b. Provide technical assistance to the operating personnel on the proper implementation of the regional programs relating to agriculture, home economics, and rural clubs organization and development;
- c. Perform liaison work with relevant units of other agencies for the exchange of valuable information on current practices in agriculture home economics, and rural clubs organization and development;
- d. Evaluate progress in the implementation of the regional program on agricultural extension services, home improvement and rural clubs, and render reports thereon; and
- e. Perform such other functions as may be provided by law.

#### BUREAU OF AGRICULTURAL ECONOMICS

Sec. 20. The Bureau of Agricultural Economics shall be responsible for the collection, compilation, and official release of agricultural statistics. It shall also conduct studies on economics and marketing research on the vital factors that affect agricultural endeavor.

The Bureau shall coordinate all agricultural statistics and economics research activities of all bureaus, corporate agencies, and offices under the Department of Agriculture and Natural Resources. The Bureau shall also maintain close liaison with the Bureau of the Census and Statistics.

To enable the Bureau to effectively discharge its functions, it may, upon authorization by the Secretary of Agriculture and Natural Resources, maintain data collectors in strategically located places in the country for purposes of collecting primary statistical data on agricultural economics and marketing, checking the accuracy of data furnished by other agencies.

The Bureau, as graphically depicted in the following organization chart, shall have Administrative Division, a Statistics Division, an Economic Research Division, and an Agricultural Marketing Services Division with corresponding duties and responsibilities, as follows:

#### Functions of the Administrative Division

Sec. 20.1. The Administrative Division shall have the following functions, among others:

- a. Advise management on personnel policies and administration;
- b. Develop and administer a personnel program on selection and placement, classification and pay, career and employee development, training, performance rating, employee relations, health and welfare services;
- c. Inform the public about the policies, plans, activities, and accomplishments of the Bureau;
- d. Develop and improve budgetary methods, procedures, and justifications; provide fund estimates in support of the Bureau's operations, plans and programs; and provide for the systematic release and control of fund allotments to the various units of the Bureau;
- e. Maintain basic and subsidiary accounting records and books of accounts to reflect financial transactions; certify to the availability of funds, obligate funds, process voucher or claims and prepare financial reports;
- f. Provide legal assistance, conduct administrative investigations, draw up contracts and other legal instruments, and attend to other legal matters;
- g. File and maintain necessary records and establish a records disposition program;
- h. Provide mail, transportation, messengerial, and general utility services for the Bureau;
- i. Procure, store, and distribute supplies and equipment and conduct periodic inventories of the same;
- j. Provide cashiering services; and
- k. Perform such other functions as may be provided by law.

#### Functions of the Statistics Division

Sec. 20.2. The Statistics Division shall have the following functions, among others:



- a. Undertake the collection of adequate, reliable, and timely agricultural economics information for use in agricultural planning and policy formulation;
- b. Prepare plans and design of, implement all statistical and economic research surveys of the Bureau;
- c. Prepare area and production forecasts on palay, corn and other selected crops;
- d. Insure the inter-agency statistical coordination and reporting standards within the Department;
- e. Conduct statistical researchers for the development of new and improved techniques and methods of data collection and estimation; and
- f. Perform such other functions as may be provided by law.

#### Functions of the Economic Research Division

- a. Formulate research proposals to obtain such information as may be needed to determine ways and means of increasing technical efficiency, economics physical returns and income from farming under a research program involving all phases of farm management, including utilization of available resources, coasts, farm credit, investment, taxation, and other financial aspects of agriculture;
- b. Examine the agricultural structure of the country within the framework of general industrial relations, both domestic and foreign;
- c. Evaluate the effects on agriculture of current proposed trade agreements, marketing, quotas, tariffs, import restrictions, export subsidies or taxes, price supports and provide the basis for the formulation of agricultural policies and programs in regard to the foregoing;
- d. Study proposed measures to stabilize prices of farm products aimed at assuring the producers a fair selling price and the consumers a fairly buying price;
- e. Conduct studies and investigations on the standards of living of the urban and rural people;
- f. Undertake studies that are concerned principally with economic utilization of land and water resources, including those in investments, trends development, conservation, and resource potentials;
- g. Conduct studies concerned principally with the utilization, productivity, requirements for and supply of farm labor, on trends, costs, and efficient uses of farm labor, on trends, costs, and efficient uses of farm machines and structures; and
- h. Perform such other functions as may be provided by law.

#### Functions of the Agricultural Marketing Services Division

Sec. 20.4. The Agricultural Marketing Services Division shall have been the following functions, among others:

- a. Undertake Research Programs on the different phases of marketing; study the factors and conditions affecting or contributing to the short-term and long-term improvement of marketing systems;

- b. Prepare action programs for the orderly efficient marketing of agricultural products based on contracts with farmers groups, traders, processors, agricultural organizations and other government agencies, aimed at the development and improvement of the country's agricultural marketing systems;
- c. Undertake analysis and forecast of marketing trends and prices, supply and demand situation, production, and related factors;
- d. Conduct studies on cooperative management and marketing operations to determine their effectiveness and usefulness to farmers;
- e. Initiate, collate, and disseminate accurate information on market prices on all agricultural crops and other farm products;
- f. Compile and arrange for the publications of various marketing statistics on grain stocks, livestock and poultry products, fruits and vegetables, and other commodities at regular intervals; and issue outlook reports as needed;
- g. Studying ways and means to raise the efficiency of marketing farm products including the establishment of uniform weight and measures grades and standards, inspection and information reports in coordination with the market intelligence and research activities;
- h. Study the external demands for exportable agricultural products and the development of new markets, in coordination and proper representation with Departments concerned; and
- i. Perform such other functions as may be provided by law.

## FUNCTIONS OF THE BUREAU OF MINES

Sec. 21. The Bureau of Mines shall be responsible for the promotion and development of the mining industry and the efficient and effective implementation of the mining laws of the Philippines.

The Bureau shall likewise be responsible for the conservation of mineral resources and the full development and expansion of the mining industry as means of accelerating economic growth, and such other functions as may be provided by law.

The Bureau, as graphically depicted in the following organization chart, shall have the Planning and Management Staff, an Administrative Division, a Geological Survey Division, a Mineral Economics and Information Division, a mining Technology Division, a Mineral Lands and Topographic Survey Division, and a Mineral Resources Development Division with corresponding duties and responsibilities, as follows:

### Functions of the Planning and Management Staff

Sec. 21.1. The Planning and Management Staff shall have been the following functions, among others:

- a. Formulate and recommend over-all long range and short-range plans and programs for the Bureau;
- b. Formulate and recommend basic policies and guidelines for the preparation of the Bureau's budget, coordinate with the Administrative Division in the preparation of the Bureau's budget;
- c. Formulate and recommend criteria for determining priorities for proposed projects;
- d. Evaluate projects proposed by units of the Bureau and according to technical and economic feasibility and prescribed standards;

- e. Review the progress of projects under implementation against set standards, objectives, and schedules;
- f. Compile, analyze, and present data, including operational statistics needed in the formulation of policies, plans, and programs;
- g. Develop plan and program objectives relative to management improvement in the Bureau;
- h. Undertake regular management surveys of organizational structure manpower and operational study special problems as assigned; review existing methods, procedures and systems; and make recommendations for improvement;
- i. Review over-all performance of the Bureau against objectives, goals and standards and recommend measures to correct weaknesses or deficiencies;
- j. Review internal control systems for safeguarding money and property to ascertain weaknesses and deficiencies requiring correcting; and
- k. Perform such other functions as may be provided by law.

#### Functions of the Administrative Division

Sec. 21.2. The Administrative Division shall have been the following functions, among others:

- a. Advise management on personnel policies and administration;
- b. Develop and administer a personnel program on selection and placement, classification and pay, career and employee development, performance rating, employee relations, and welfare services;
- c. Develop and improve budgetary methods, procedure and justifications; provide fund estimates in support to the Bureau's operations, plans, and programs; and provide for the systematic release and control of fund allotments to the various units of the Bureau;
- d. Maintain basic and subsidiary accounting records and books of accounts to reflect financial transactions; certify to the availability of funds, obligate funds, process vouchers or claims; and prepare financial reports;
- e. Provide legal services and conduct and establish a records disposition program;
- f. File and maintain necessary records and establish a records disposition program;
- g. Provide mail, transaction, messengerial, and general utility services;
- h. Provide mail, transportation, messengerial, and general utility services;
- i. Provide cashiering services; and
- j. Perform such other functions as may be provided by law.

#### Functions of the Geological Survey Division

Sec. 21.3. The Geological Survey Division shall have been the following functions, among others:

- a. Conduct field geological mapping of the country aided by photogeologic interpretations including other remote sensing data useful in the preparation of a geologic map that will indicate rock formation, structure, rock age, and stratigraphy and their relationships, and tectonic maps to serve as guide in mineral, petroleum, coal and geothermal industry development and for urban-rural and infrastructure development;
- b. Conduct inventory study of mineral deposits in land and in offshore areas and prepare and/or update mineral distribution and metallogenic maps of the country;
- c. Provide technical assistance in the conduct of groundwater resources survey for agricultural, industrial, and community use; collect and update hydrological data for the wise utilization, control, and conservation of groundwater resources;
- d. Study rocks and soil structures and their behaviors as related to mine safety operation, infrastructure design for highways, ports, community development, urban planning, and other heavy engineering constructions;
- e. Provide technical assistance on geological and/or mineral investigations in connection with mining lease applications, exploration and permits, tax exemption applications, and other special field inspections;
- f. Evaluate field activities on mineral oil and geothermal exploration and development; and interpret and correlate exploration data on petroleum and geothermal energy concessions;
- g. render geological services to the public such as rock and mineral identification, physical test of ceramic raw materials and of other industrial rocks and minerals, geochemical analyses of stream and sediments and soil samples, aerial photogeologic interpretation and geological, geochemical, geophysical, engineering geology and groundwater investigation and/or surveys; and
- h. Perform such other functions as may be provided by law.

Functions of the Mineral Economics  
and Information Division

Sec. 21.4. The Mineral Economics and Information Division shall have been the following functions, among others:

- a. Compile and disseminate statistical data on all mining activities, including production, operating costs, income and investment, tax yields, exports and imports and world price trend;
- b. Disseminate and publish results of all geological and mineralogical surveys;
- c. Conduct audio-visual instructions on practical prospecting for mineral deposits and non procedures for locating and acquiring mining claims;
- d. Conduct researchers and studies on published and unpublished materials on mineral resources on economics and related subject;
- e. Operate the Bureau Library and maintain exchange facilities with other mining offices, technical and scientific organizations, libraries, and other similar offices of other countries; and
- f. Perform such other functions as may be provided by law.

Functions of the Metallurgical and  
Laboratory Services Division

Sec. 21.5. The Mettalurgical and Laboratory Services Division shall have been the following functions, among others:

- a. Conduct laboratory investigations on mineral beneficiation and prescribe the equipment to suit specific ore types;
- b. Conduct leaching tests for the production of metals of high purify or premium-grade concentrates and perform smelting tests for the production of specific metals;
- c. Undertake laboratory investigations on coal cleaning to improve the heat potential of low to medium rank coals.
- d. Perform the fire assay of precious metals, chemical analysis of ores, metallurgical fumes, and mine gasses;
- e. Conduct applied research on methods development with emphasis in the use of special instrument for the rapid and accurate determination of constituents present in ores, minerals, metals, alloys, and metallurgical by-products;
- f. Provide laboratory services to all units of the Bureau, other research institutions, and the general public; and
- g. Perform such other functions as may be provided by law.

#### Functions of the Mining Technology Division

Sec. 21.6. The Mining Technology Division shall have been the following functions, among others:

- a. Undertake mine valuation, umpiring of ore shipments, verification of ore stockpiles, exploratory and preliminary development of mineral projects by diamond drilling, auger or test pitting and sampling and mines inventory;
- b. Conduct studies and researchers on mining practices and methods in relation to conservation of mineral resources and prevention of wastes, economic feasibilities of mineral deposition, statistical methods of computing tonnage and grade of ore reserves and on drilling and exploration methods applicable to metallic and non-mettalic deposits;
- c. Exercise technical supervision in the exploitation of government reservations and exclusion of mineralized areas from government reservations other mineral reservations under Mines Administration Order V-39; coordinate safety activities and accident prevention education in different mines; issue related permits and licenses on pressure vessels, internal combustion engines and electrical installations;
- d. Develop safety standards and promulgate rules and regulations designed for the safety of the laborers and employees working in mines, quarters or metallurgical operations;
- e. Follow up the progress of investigation on illegal mining activities, mine accidents, mineral claims applied for patent, mineral properties applied for tax exemption under R. A. 3823 and inspect or variety imported tax-free equipment acquired thereunder;
- f. Process and pass upon explosive purchaser's licenses, blaster's foreman license, permit to purchase and possess explosives and related reports; process submitted work programs for mining leases and temporary permits for mines; and
- g. Perform such other functions as may be provided by law.

#### Functions of the Mineral Lands and Topographic Survey Division

Sec. 21.7. The Mineral Lands and Topographic Survey Division shall have been the following functions, among others:

- a. Execute boundary surveys of mineral lands for patent, lease permit, and concession;
- b. Establish reference points in mining regions and verify surveys mining claims for lease purposes and those in conflict, or involved in illegal mining;
- c. Process applications for survey orders, verify and check survey returns of mineral land surveys and prepare technical descriptions, reports and recommendations on mineral land surveys;
- d. Prepare original, tracing plans and index sheets of mining claims surveyed for locations, lease, patent, and permit purposes; and
- e. Perform such other functions as may be provided by law.

Functions of the Mineral Resources  
Development Division

Sec. 21.8. The Functions of the Mineral Resources Development Division shall have been the following functions, among others:

- a. Formulate proposed policies forms, instructions, rules, and regulation on mineral resources development and administration;
- b. Process applications for petroleum and geothermal energy concessions and leases for mineral resources;
- c. Evaluate and pass upon the organization, legal and financial qualifications for applicants for mineral rights;
- d. Conduct hearings and investigations of conflicting application for mineral rights and prepare decisions and orders in connection therewith;
- e. Examine, analyze, and pass upon statements of operation of holders of mineral rights; inspect their records and books of accounts to determine tax and royalty liabilities,
- f. Prepare proposed legislative measures, rules, and regulations, opinions and decisions concerning mineral rights and mineral resources development and disposition;
- g. Conduct field investigations and ocular inspections to determine compliance with the laws and regulations governing mineral resources and investigate illegal mining;
- h. Inspect and supervise the offices of the mining recorders of the different provinces in the registration of mining documents and declaration of location of petroleum discoveries and coordinate with the provincial and city treasures in the administration of sand and gravel in their respective jurisdictions; and
- i. Perform such other functions as may be provided by law.

FUNCTIONS OF THE REGIONAL OFFICE

Sec. 21.9. The Regional Office shall be responsible for the implementation in the regional area of policies, plans, programs, rules, and regulations established by the Bureau for the promotion and development of the mining industry, and the conservation of mineral resources, and such other functions as may be provided by law.

The Regional Office, as graphically depicted in the following organizational chart, shall have an Administration Division and Technical Division with corresponding duties and responsibilities, as follows:

Functions of the Administration Division

Sec. 21.10. The Administrative Division shall have been the following functions, among others:

- a. Provide services for office maintenance, transportation, communications, messengerial, records keeping, supplies, duplicating services, and other general utility services;
- b. Provide advice on personnel policy and administration; develop and implement the approved program on personnel recruitment and selection, placement, training, career and employee development, performance rating, and other related matters; maintain and keep plantilla of personnel and other personnel records;
- c. Prepare budget of the Regional Office, periodic plan of work, allotment requests, and required budgetary reports;
- d. Examine and certify travelling expense vouchers, payrolls for salaries and wages, vouchers for the payment of supplies and materials and other claims for administrative expenses; maintain the required books of accounts and prepare the necessary financial statements; and
- e. Give advice on mining locations and leases, and provide information to permittees on the different requirements of the Mining law; and
- f. Perform such other functions as may be provided by law.

Functions of the Technical Division

Sec. 21.11. The Technical Division shall have been the following functions, among others:

- a. Recommend programs of work or projects in geological survey for inclusion in the annual overall program of the Bureau;
- b. Supervise and/or execute geological surveys in accordance with the approved over-all program of the Bureau and render reports thereon;
- c. Advise prospectors or interested parties on how to go about looking for certain minerals, and help them identify rocks minerals and/or ores;
- d. Undertake the examination of mineral prospects and geological investigations requested by private parties in accordance with the existing rules and regulations;
- e. Supervise and/or conduct inspections of mines to promote safety consciousness among the workers therein, investigate and report on mine accidents;
- f. Undertake chemical analysis of ores, minerals and by-products and requested by private parties in accordance with existing rules and regulations;
- g. Perform metallurgical tests, such as crushing, grinding, screening and magnetic separation of ores and minerals;
- h. Process application for mineral land surveys, relocation of approved mineral land surveys and verification surveys for the purposes of lease contracts; issue the corresponding survey orders to mineral land surveyors in accordance with the rules and regulations;

- i. Submit the plans of said surveys, together with the original field notes, original and duplicate computations and reports, to the Director of the Mines for approval;
- j. Issue orders for survey of sand and gravel applications to mineral land surveyors or private surveyors upon request of the Provincial Treasurer concerned, and upon payment of survey fees or charges by the applicant in the case of surveys to be undertaken by the Bureau surveyors; and
- k. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE DISTRICT OFFICE

Sec. 22. The Bureau of the Departments may establish district offices as may be deemed necessary, the numbers and location of which shall be determined by the Bureaus.

The district office shall have the following functions, among others:

- a. Implement laws, policies, plans, and progress of the bureau in the district;
- b. Establish priorities, specific targets and schedules for the implementation of plans, programs, and projects;
- c. Conduct planned and periodic evaluation of performance against established goals or targets to determine the progress of operations;
- d. Identify operational problems in the district and institute or recommend corrective measures;
- e. Perform such operational activities as may be necessary to be undertaken at the district level to bring the services of the Bureau closer to the public;
- f. Provide administrative and other support services to the district office personnel as may be practicable; and
- g. Perform such other functions as may be provided by law.

#### FUNCTIONS OF CORPORATIONS AND OTHER AGENCIES ATTACHED TO THE DEPARTMENT

Sec. 23. Corporations and other agencies attached to the Department shall perform the same functions specified or contemplated in the respective laws and/or Executive Orders creating them unless otherwise amended, changed or modified by subsequent decrees or orders.

#### TRANSITORY MEASURES

Sec. 24. In conformity with the foregoing organization and functional statements, you are hereby directed to prepare with the assistance of the Budget Commission, on the Civil Service Commission, and the Presidential Commission on Reorganization and submit within ninety days from the promulgation of Presidential Decree No. 1 for the approval of the President supplementary details relative to the Staffing Pattern for the Department. The Staffing Pattern that shall be developed for purposed of this installation shall, insofar as practicable, be in accordance with the criteria specified in Paragraph 5, article I, Chapter I, Part XXIII on General Provisions of the Plan.

Sec. 25. Upon the approval of the Staffing Pattern referred to above, the personnel to fill the positions authorized in said Staffing Pattern except those requiring Presidential appointment will be appointed.



Sec. 26. All appointments to the positions that shall be authorized under the Staffing Pattern referred to above shall, in general, be in accordance within the merit requirements of the Civil Service law and rules and duly approved qualification standards for each position: Provided, that in the case of new positions titles, qualification standards therefor shall be developed by the Department, subject to approval by the President upon recommendation of the Civil Service Commission: Provided, further, That consideration for employment of persons other than those of the agencies and offices affected by this implementation shall be made only after the personnel of such reorganized entities shall have been considered: Provided, finally, That personnel actions which need to be taken as a result of the establishment of the said Staffing Pattern, shall be in accordance with the applicable Civil Service laws, and rules, and the pertinent provisions of Part XXIII on General Provisions of the Plan.

Sec. 27. No Original appointment to positions, except confidential positions, in the Staffing Pattern shall be made until all qualified employees in the Agencies affected shall have been absorbed to appropriate positions available. You shall furnish the Civil Service Commission a certified list of all employees separated as a result of the implementation of the organization of the Development together with a justification for their separation.

Sec. 28. The Position titles that shall be used in the Staffing Pattern shall be tentative for purposes of initial appointments to positions provided therein. The position titles shall be subject to final determination and allocation to appropriate classes and salary ranged by WAPCO upon conduct of the usual audit of the duties and responsibilities assigned to the positions.

Sec. 29. All initial appointments to positions in the Staffing Pattern shall be at the authorized or actual salaries of the incumbents appointed positions, whichever is higher. In the reallocation of appropriate authorized to be made under Section 32 of this Letter of Implementation, an adequate lump-sum amount shall be provided to take care of all cases where the actual salary of the appointee is more than the rate authorized.

Sec. 30. Salary increases as may result from appointment to positions in the Staffing Pattern to be proposed shall be effective only after final determination and allocation of said positions by the WAPCO pursuant to Section 28 of this Letter of Implementation.

Sec 31. The selection and initial appointment of personnel to positions in the Staffing Pattern shall be made with assistance of a Committee to be composed of a representative each of the Department proper. Civil Service Commission, and Budget Commission: Provided, That in the consideration of personnel to fill positions authorized for the bureau or comparable units in the Department, a representative of the bureau or comparable unit involved shall sit and participate in the deliberations of the Committee.

#### REALLOCATION OF APPROPRIATIONS

Sec. 32. You are likewise directed to cause the preparation, in collaboration with the Budget Commission, of the details of the Reallocation of Appropriations necessary to put into effect the implementation as prescribed by this Letter of Implementation in accordance with Paragraph 4, Article I, Chapter I, Part XXIII of the Plan.

#### TIMING OF ADMINISTRATIVE ACTIONS

Sec. 33 You are hereby directed to effect the orderly scheduling of transfers, changes and other transitional actions required by the Plan and this Letter of Implementation: Provided, That all such actions shall be completed within the period prescribed in Paragraph 14, Article I, Chapter I, Part XXIII of the Plan reckoned from the date of issuance of the Presidential Decree No. 1 In the interim, each entity affected shall continue to perform its functions until such time as you shall order change or cessation and each officer and employee shall continue to perform his duties and to exercise his authority until such time as you order otherwise but not beyond the termination of the transitions period prescribed above.

Sec. 34. In the process of the final selection of personnel to fill the positions in the Staffing Pattern mentioned above, you are authorized to make the necessary changes in the personnel structure of the Department subject to the approval of the Office of the President, to correct inequities that in your opinion may have been resulted from the

preparation thereof: Provided, That any adjustment or adjustments that shall be made to pursuant hereto shall not result in an increase in the total appropriations for personal services authorized for the Department.

Sec. 35. You are hereby finally directed to note and call the attention of the President to such provisions of Chapter I, part VIII of the Plan or portions thereof which are inoperable under present condition in view of Proclamation Order 1081 dated September 21, 1972 and which should be suspended until such time as their activation shall be possible.

Done in the City of Manila, this 1st day of November in the year of our Lord nineteen hundred and seventy-two.

(SGD.) FERDINAND E. MARCOS  
President  
Republic of the Philippines

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1972). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 10**

RELATIVE TO PART IV ON ECONOMIC PLANNING PROGRAM  
IMPLEMENTATION AND OTHER PERTINENT PROVISIONS OF THE  
INTEGRATED REORGANIZATION PLAN

TO:

The Director-General  
National Economic Development Authority  
Manila

Pursuant to Presidential Decree No. 1, dated September 24, 1972, Reorganizing the Executive Branch of the National Government, you are hereby directed to implement Part VI on Economic Planning and Program Implementation, as amended by Presidential Decree No. 1-A dated November 1, 1972, and other pertinent provisions of the Integrated Reorganization Plan, hereinafter referred to as the "Plan," prepared by the Commission on Reorganization, as follows:

ORGANIZATION OF THE NATIONAL ECONOMIC  
DEVELOPMENT AUTHORITY

Section 1. The organization and functions of the National Economic Development Authority, hereinafter referred to as the "NEDA," shall be in accordance with the provisions of Part VI on Economic Planning and Program Implementation, as amended by Presidential Decree No. 1-A, and other pertinent provisions of the Plan and the details contained in this Letter of Implementation.

Sec. 2. The organization of the NEDA, as graphically depicted in the following organization charts, shall consist of the Policy Board (hereinafter referred to as the NEDA Board); the Office of the Director-General composed of the immediate Office of the Director General, the Administrative Service, the Management Service, and the Legal Service; the Planning and Policy Office; and the Programs and Projects Office.

Sec. 3. Pursuant to pertinent provisions of Part VI of the Plan, the following agencies, financial institutions and development authorities, are attached to or placed under the administrative supervision of the NEDA:

1. The Board of Investments Reparations, Reparations Commission, Development Budget Coordination Committee, Investment Coordination Committee, Statistical Advisory Board, and Inter-Departmental Committee on Children and Youth are attached to the NEDAS

2. The Development Bank of the Philippines, Government Service Insurance System, Home Financing Commission, Philippine Deposit Insurance Corporation, Philippine National Bank, Philippine Veterans Bank, and Social Security System, are attached to the NEDA.

**[Organizational Chart 1: National Economic Development Authority]**

**[Organizational Chart 2: National Economic Development Authority]**

3. The Bicol Development Company (including the Catanduanes Development Authority), Ilocos Sur Development Authority, Laguna Lake Development Authority, Mindanao Development Authority, Sulu Development Company,

Mindoro Development Board, Mountain Province Development Authority, Northern Samar Development Authority, Panay Development Authority, and Southeastern Samar Development Authority are attached to the NEDA.

The Tariff Commission is placed under the administrative supervision of the NEDA.

#### FUNCTIONAL STATEMENTS OF THE NATIONAL ECONOMIC DEVELOPMENT AUTHORITY

Sec 4. The functions, powers, duties, and responsibilities of the various units of the NEDA shall be as follows:

##### FUNCTIONS OF THE NEDA BOARD

Sec. 5. The NEDA Board shall be composed of the President of the Philippines, as Chairman; and the Executive Secretary, the Director-General of the Authority, the Secretary of Finance, the Secretary of Agriculture and Natural Resources, the Secretary of Trade and Tourism, the Secretary of Public Works, Transportation, and Communications, the Governor of the Central Bank, the Commissioner of the Budget, the Chairman of the Board of Investments, and a representative of the private sector, as members.

The President shall designate the Vice-Chairman of the Authority who shall serve as such at his pleasure, from among the members of the NEDA Board.

The functions of the NEDA Board shall be as follows:

1. Review and recommend long-range and annual economic and social development plans and programs for adoption and approval by the President;
2. Review and recommend national economic policies for adoption and approval by the President;
3. Develop guidelines and adopt measures for the coordination of the development efforts of the various agencies of the government;
4. Adopt policies to carry out the goals and objectives of the NEDA;
5. Approve the Annual Economic Report as prepared and submitted by the Director-General; and
6. Perform such other functions as may be provided by law or assigned by the President.
7. The President, as Chairman of the NEDA Board, shall establish such sub-committees of the Board as may be necessary to attend to special programs and projects, particularly as these relate to the coordinate participation of the private sector in the development process.

##### FUNCTIONS OF THE OFFICE OF THE DIRECTOR-GENERAL

Sec. 6. The immediate Office of the Director-General shall consist of the Director-General, the Deputy Director-General, and the personnel composing their immediate staff. It shall be responsible for the adoption and promulgation of rules and regulations necessary to carry out the policies and objectives of the NEDA, and for exercising general supervision and control over the offices, services, and other comparable units of the NEDA.

The office shall maintain (a) a secretariat to service the meetings of the NEDA Board, including the recording and preparation of the minutes of its meetings; and (b) a library unit to provide reference and related services to all the units of the NEDA.

### Functions of the Director-General

Sec. 6.1. The functions of the Director-General shall be as follows:

1. Serve as the chief executive officer of the NEDA and exercise general supervision and control over all offices and other units under it;
2. Appoint and exercise supervision and control over the administrative and technical personnel of the NEDA;
3. Prepare, in consultation with the Chairman, the agenda for the meetings of the NEDA Board;
4. Transmit to the President the policies, plans, programs and projects adopted by the NEDA Board which require Presidential attention and/or approval, including the Annual Economic Report and such periodic reports as may be necessary;
5. Advise the President on day-to-day economic matters and decisions in accordance with policies adopted by the NEDA Board, including the promulgation of necessary executive directives relative thereto;
6. Establish the standards for the operation of the NEDA pursuant to the policies adopted by the NEDA Board and the President's program of government;
7. Approve the details of the annual and supplemental budgets of the NEDA;
8. Delegate authority for the performance of any function to officers and officials under his direction; and
9. Perform such other functions as may be provided, by law or assigned, by the President and the NEDA Board.

The Director-General shall be authorized, subject to the approval of the NEDA Board, to reallocate the functions of and accordingly reconstitute, as necessary, the offices and units directly under the NEDA.

### Functions of the Deputy Director-General

Sec. 6.2. The functions of the Deputy Director-General shall be as follows:

1. Serve as the assistant executive officer of the NEDA;
2. Advise and assist the Director-General in the formulation and implementation of rules and regulations necessary to carry out the objectives and policies of the NEDA;
3. Oversee and coordinate the day-to-day operational activities, of the MEJDA for which he still be responsible to the Director-General;
4. Serve as deputy to the Director-General in all matters relating to the operations of the NEDA;
5. Act as Chairman of the Statistical Advisory-Board; and
6. Perform such other functions as may be provided by law.

Sec. 6.3. Whenever the Director-General is unable to perform his duties owing to illness, absence, or other cause, or in case of vacancy in the office, the Deputy Director General shall temporarily perform the functions of said office.

### Functions of the Administrative Service

Sec. 7. The Administrative Service shall have the following functions, among others:

- a. Develop and administer a personnel program which shall include selection and placement, promotion, classification and pay, career and employee development, performance rating, employee relations, and welfare services;
- b. Process and act on all matters concerning appointments, promotions, transfers, leaves of absence, attendance and other personnel transactions;
- c. Develop and administer an information and public relations program, including the production, publication and dissemination of reports and other information materials and literature;
- d. Prepare the annual and such supplemental budgets of the NEDA, and undertake, all operations relative to budgetary control and execution;
- e. Provide accounting services which shall include processing of vouchers, maintaining books of accounts, and preparing financial statements and reports;
- f. Provide auxiliary services relating to records, supplies and equipment, collection and disbursements, security and custodial work, and general utility; and
- g. Perform such other functions, as may be provided by law.

### Functions of the Management Service

Sec. 8. The Management Service shall have the following functions, among others:

- a. Conduct studies and formulate recommendations on organization and management required to achieve economic development goals and objectives;
- b. Study, evaluate and recommend appropriate action on the organization and management implications and requirements of programs and projects for implementation by line agencies, including measures to facilitate their implementation;
- c. Provide advice and technical assistance to the various units of the NEDA and line agencies of the government on the organization and management aspects of development administration, including the effective administration of project proposed for implementation;
- d. Develop guidelines and provide assistance, in collaboration with other appropriate units of the NEDA, in developing and upgrading the capacity for planning and programming in government agencies, including the establishment, whenever necessary, of planning units in government-owned or controlled corporations and other major boards or bodies pursuant to Article VI, Chapter I, Part VI of the Plan;
- e. Consult and maintain liaison with the Development Management Staff, Budget Commission, and other government agencies and institutions concerned with management improvement in the conduct of its studies and formulation of recommendations;
- f. Serve as the internal management improvement staff of the NEDA and, for this purpose, develop and administer a management improvement program for the NEDA;

g. Provide secretariat assistance to the Special Committee on Scholarships provided for under Article IX, Chapter II, Part III of the Plan; and

h. Perform such other functions' as may be provided by law.

#### Functions of the Legal Service

Sec 9. The Legal Service shall have the following functions, among others:

a. Provide legal advice to the Director-General, the Deputy Director-General and the offices, services, and other units of the NEDA, particularly on the legal implications and effects of NEDA plans, programs and projects;

b. Conduct legal research and specialized studies as may be necessary to provide staff support to the formulation of policies, plans and other measures on economic development;

c. Prepare and draft, in collaboration with other NEDA units, legislative proposals and executive orders and issuances required to implement economic development plans and projects;

d. Assist in the promulgation of rules -governing; the operations and activities of the NEDA;

e. Prepare and/or review contracts and other legal instruments to which the NEDA is a party;

f. Conduct administrative investigation, including the review of administrative charges against employees of the NEDA; and

g. Perform such other functions as may be provide by law.

#### FUNCTIONS OF THE PLANNING AND POLICY OFFICE

Sec. 10. The Planning and Policy Office shall be responsible for preparing and updating the integrated long-term development plans and annual development programs; the conduct of economic research for plan formulation and policy recommendations; the promotion and maintenance of an efficient statistical system; the preparation of the national income accounts; and the preparation of the Annual Economic Report.

The Office shall maintain a technical pool of professionals from, which shall be formed from time to time project teams to undertake staff work on the proper performance of the pertinent functions of the NEDA as enumerated under Paragraph 5, Article III, Chapter I, Part VI of the Plan, relative to the formulation of plans and policies, including related economic research and special studies as may toe required, the coordination of the implementation of approved plans and policies , the keeping tab and periodic evaluation of the progress of development and status of the national economy, including' the major sectors thereof, and the preparation of annual and other periodic economic reports.

The Office shall also maintain personnel to provide secretariat and technical services to the Development Budget Coordination Committee and the Investment Coordination Committee provided for under Articles IV and V, respectively, of Chapter I, Part VI of the Plan.

The Office shall also have a Statistical Coordination Staff, a Regional Development Staff, and an Economic Operations Center with corresponding duties and responsibilities, as follows:

#### Functions of the Statistical Coordination Staff

Sec. 10.1. The Statistical Coordination Staff shall have the following- functions, among others:

- a. Promote an orderly and efficient statistical system to meet the statistical requirements of the government, especially of the NEDA;
- b. Coordinate the statistical activities of the various agencies in the government to prevent duplication in the statistical services existing in these agencies;
- c. Develop and apply a comprehensive and progressive program of statistical production, including the initiation and enforcement of a general schedule of priorities for the pursuit and/or expansion of statistical activities;
- d. Develop and prescribe adequate statistical standards, classification systems, techniques and procedures for adoption by other statistical agencies;
- e. Conduct periodic surveys of the statistical services of the government and recommend the necessary measures to meet the needs of these agencies and to solve their problems;
- f. Serve as liaison between statistical entities and a central point to which organizations, private, governmental, or international, can address inquiries from which they can ask for assistance on statistical questions;
- g. Develop and maintain an efficient division of labor among statistical activities;
- h. Develop and prescribe standards for uniform reporting and publication of statistics;
- i. Prepare the national income accounts containing estimates of the national income and related statistical measures of the aggregate economic activity;
- j. Supply the other offices of the NEDA with statistical information necessary for economic development planning;
- k. Serve as the technical and administrative secretariat of the Statistical Advisory Board; and
- l. Perform such other functions as may be provided by law.

#### Functions of the Regional Development Staff

Sec. 10.2. The Regional Development Staff shall have the following functions, among others:

- a. Provide guidelines for regional development based on and consistent with the long-term development plans and annual development programs prepared by the NEDA;
- b. Coordinate the planning and implementation of approved regional development plans and programs;
- c. Extend assistance to the regional development authorities in the formulation of their respective plans and programs;
- d. Collect, process and evaluate economic data and information to form the basis for determining priority development areas and indicated revisions in regional policy framework, and for evaluating development efforts at the regional level;
- e. Maintain liaison and coordinate with the Department of Local Government and Community Development in the area of local and regional plan formulation and development; and
- f. Perform such other functions as may be provided by law.



### Functions of the Economic Operations Center

Sec. 10.3. The Economic Operations Center shall have the following functions, among others:

- a. Operate and maintain a monitoring system which will provide an overall picture of the status of the economy and make available current status reports of all major economic development programs;
- b. Develop and implement a coordinated program for the compilation and collation of data to enable the Center to serve as a focal point for all information on the status of the economy and the progress of major economic programs and projects;
- c. Prepare and maintain charts, maps and other visual aids to provide a ready frame of reference for scheduled and "on call" presentations on the status and outlook of economic plans and projects, and for any selected economic effort;
- d. Coordinate and/or schedule briefings on the current state of the economy and the progress of economic plans and projects under a program for the dissemination of economic information to government agencies, private organizations and other specific groups;
- e. Compile periodic reports from selected government agencies and transmit them to the NEDA offices concerned; and
- f. Perform such other functions as maybe provided by law.

### FUNCTIONS OF THE PROGRAMS AND PROJECTS OFFICE

Sec. 11. The Programs and Projects shall be responsible for translating aggregative plans and policies into programs and projects for sectoral and regional development, and the programming for optimal utilization of funds from internal and external sources.

The Office shall have an Agriculture Staff, an Infrastructure Staff, an Industry and Utilities Staff, a Social Services Staff, and an External Assistance Staff with corresponding duties and responsibilities, as follows:

### Functions of the Agriculture Staff

Sec. 11.1. The Agriculture Staff shall have the following functions, among others:

- a. Promote, coordinate and provide technical assistance in the development of programs and projects for agricultural development;
- b. Evaluate proposed projects for agricultural development in terms of their technical and financial feasibility, and conformity with the priorities, goals, and objectives of the long-range and annual development plans;
- c. Undertake, whenever necessary, the preparation of major development projects in agriculture in collaboration with the government agencies concerned;
- d. Devise and recommend financing schemes for approved agricultural programs and projects;
- e. Develop and/or promote the development of agricultural projects to fill gaps in the national economy;
- f. Monitor and evaluate the progress of on-going agricultural programs and projects under implementation and recommend appropriate measures to hasten implementation;

g. Maintain liaison with public and private entities concerned with planning and implementation of agricultural programs and projects; and

h. Perform such other functions as may be provided by law.

#### Functions of the Infrastructure Staff

Sec. 11.2. The Infrastructure Staff shall have following functions, among others;

a. Promote, coordinate and provide technical assistance in the development of infrastructure programs and projects relating to roads, bridges, airports, seaports, railroads, telecommunications, water supply, power, irrigation, flood control, schools, other buildings, and related structures;

b. Evaluate proposed infrastructure projects in terms of their technical and financial feasibility, and conformity with the priorities, goals, and objectives of the long-range; and annual development plans;

c. Undertake, whenever necessary, the preparation of major infrastructure development projects in collaboration with the government agencies concerned;

d. Devise and recommend financing schemes for approved infrastructure projects;

e. Develop and/or promote the development of infrastructure projects to fill gaps in the national economy;

f. Monitor and evaluate the progress of on-going infrastructure projects under implementation, and recommend measures to hasten implementation;

g. Maintain liaison with public and private entities concerned with planning and implementation of infrastructure programs and projects; and

h. Perform such other functions as may be provided by law.

#### Functions of the Industry and Utilities Staff

Sec. 11.3. The Industry and Utilities Staff shall have the following functions, among others;

a. Promote, coordinate and provide technical assistance in the development of programs and projects for industrial development, particularly those outside the pioneer and preferred industries, for the development of domestic and foreign trade and commerce, and for the development of personal and consumer service Industries and utilities, including power, water and sanitary services, gas, transportation and communications;

b. Evaluate proposed, projects for industrial and utilities development in terms of their technical and financial feasibility, and conformity with the priorities, goals, and objectives of the long-range and annual development plans;

c. Undertake, whenever necessary, the preparation of major development projects for industrial and utilities development in collaboration with the government agencies concerned;

d. Devise and recommend financing schemes for approved projects for industrial and utilities development;

e. Develop and/or promote the development of projects for industry and utilities to fill gaps in the national economy;

f. Monitor and evaluate the progress of on-going industrial and utilities development projects under implementation, and recommend appropriate measures to hasten implementation;

- g. Maintain close liaison with the Board of Investments and other government and private entities involved in the planning and implementing of programs and projects relating to industries and utilities, trade and commerce; and
- h. Perform such other functions as may be provided by law.

#### Functions of the Social Services Staff

Sec. 11.4. The Social Services Staff shall have following functions among others:

- a. Promote, coordinate and provide technical assistance in the development of programs and projects for social development, including education, manpower, health, social welfare, population, housing, community development, and public administration;
- b. Evaluate proposed programs and projects for social development in terms of their technical and financial feasibility, and conformity with the priorities, goals, and objectives of the long-range and annual development plans;
- c. Undertake, whenever necessary, the preparation of major development projects in the social sector in collaboration with the government agencies concerned;
- d. Devise and recommend financing schemes for approved social development projects;
- e. Develop and/or promote the development of projects in the social sector to fill gaps in the national economy;
- f. Monitor and evaluate the progress of on-going social development projects under implementation, and recommend appropriate measures to hasten implementation;
- g. Maintain liaison with public and private entities concerned with the planning and implementation of programs and projects for social development; and
- h. Perform such other functions as may be provided by law.

#### Functions of the External Assistance Staff

Sec. 11.5. The External Assistance Staff shall have the following functions, among others;

- a. Conduct needed staff work to enable the NEDA to serve as an effective central point of contact with foreign assistance organizations and foreign donor governments;
- b. Coordinate and integrate foreign aid and technical assistance that may be made available to the Philippines;
- c. Develop policies, guidelines, and criteria for determining the eligibility and acceptability of project proposals that are to receive foreign aid;
- d. Initiate measures to generate additional foreign assistance from sources not heretofore available under existing assistance programs;
- e. Provide the Programs and Projects Office with data and information on foreign assistance to enable said Office to better program the utilization of foreign assistance expected to be received;
- f. Build and maintain on a continuing basis, data and information on all foreign and technical assistance received and render periodic reports on the progress of projects receiving foreign aid, and on the utilization and projection of probable foreign assistance;

g. Undertake constant review of foreign assistance programs to ensure conformance with national development plans and their relevance and desirability in the context of contemporary situation;

h. Process the counterpart budget of approved development projects that are to receive foreign aid on the basis of the financial requirements therefor;

i. Serve as the staff arm of the NEDA in the administration of funds and other resources required to be established and maintained under agreements with foreign assistance agencies;

j. Prescribe and enforce appropriate measures to ensure proper accounting and control of funds allocated to the various projects under implementation; and

k. Performs, such other functions as may be provided by law.

Sec. 12. Activities in functional areas that are in common among the aforementioned staff units shall be under the coordination of and subject to specific assignments to be made by the chief of the office.

#### FUNCTIONS OF AGENCIES, FINANCIAL INSTITUTIONS AND DEVELOPMENT AUTHORITIES ATTACHED TO OR PLACED UNDER THE ADMINISTRATIVE SUPERVISION OF THE NEDA

Sec. 13. The functions of the Development Budget Coordination Committee shall be in accordance with those provided in Article IV, Chapter I, Part VI of the Plan.

Sec. 14. The functions of the Investment Coordination Committee shall be in accordance with those provided in Article V, Chapter I, Part VI of the Plan.

Sec. 15. The functions of the Statistical Advisory Board shall be in accordance with those provided in Article II, Chapter II, Part VI of the Plan.

Sec. 16. The other agencies, financial institutions and development authorities attached to or placed under the administrative supervision of the NEDA, shall continue to perform their present functions in accordance with the respective basic laws or charters creating them.

#### TRANSITORY PROVISIONS RELATIVE TO PERTINENT PROVISIONS OF PART VI AND OTHER PARTS OF THE PLAN

Sec. 17. The creation of the Corporate Management Staff under the NEDA as provided in Paragraph 7. Article III, Chapter I of Part VI of the Plan shall be implemented upon the establishment of the Corporate Management Board which is created under Article II, Chapter I of Part XI of the Plan.

Sec. 18. The Corporate Management Board, upon its creation under Article II, Chapter I, Part XI of the Plan, shall be placed under the administrative supervision of the NEDA.

Sec. 19. Pending the establishment of the regional development councils pursuant to Part VII of the Plan, the Presidential Advisory Council on Public Works and Community Development is transferred to the NEDA.

#### TRANSITORY MEASURES RELATIVE TO THE STAFFING PATTERN OF THE NEDA

Sec. 20. In conformity with the foregoing organization and functional statements, you are hereby directed to prepare, with the assistance of the Budget Commission, the Civil Service Commission, and the Presidential Commission on Reorganization and submit within ninety days from the promulgation of Presidential Decree No. 1 for the approval of the President, the supplementary details relative to the Staffing Pattern for the NEDA, The Staffing Pattern that shall be developed for purposes of this installation shall, insofar as practicable, be in accordance with the criteria specified in Paragraph 5, Article I, Chapter I, Part XXIII on General Provisions of the Plan.

Sec. 21. You shall, upon the approval of the Staffing Pattern referred to above, appoint such personnel as may be necessary to make the NEDA operational, to fill the positions authorized in said Staffing Pattern except those requiring Presidential appointment.

Sec 22. All appointments to technical positions that shall be authorized under the Staffing Pattern referred to above shall, in general, be in accordance with qualification standards for each position duly approved by the Director-General.

Technical positions pertain to positions at the supervisory and senior levels the duties and responsibilities of which are directly involved in substantive functions and operations, and the qualification standards for which require at least a college degree or higher.

Sec. 23 All appointments to non-technical positions that shall be authorized in said Staffing Pattern shall, in general, be in accordance with the merit requirements of the Civil Service law and rules and duly approved qualification standards for each position: Provided, That in the case of new position titles, qualification standards therefor shall be developed by the Director-General, subject to approval by the President upon recommendation of the Civil Service Commission: Provided, further, That consideration for employment of non-technical personnel other than those of the agencies ; and offices affected by this implementation shall be made only after the personnel of such reorganized entities shall have been considered: Provided, finally, That personnel actions pertaining to non-technical positions which need to be taken as a result of the establishment of the said Staffing Pattern shall be in accordance with applicable Civil Service law and rules.

Non-technical positions pertain to: (a) positions at the junior or journeyman level the duties and responsibilities of which are directly involved in substantive functions and operations, and the qualification standard for which require a college degree or lower and with no experience requirements; (b) positions the duties and responsibilities of which are involved in providing administrative or auxiliary and supportive services; or (c) positions which involve clerical, laboring, or general utility work.

Sec. 24. No original appointments to positions, except confidential positions, in the Staffing Pattern shall be made until all employees in the agencies affected who meet the qualification standards approved by the Director-General pursuant to Section 22, hereof (in the case of technical positions) or as duly approved pursuant to Section 23 hereof (in the case of non-technical positions) shall have been absorbed to appropriate positions available. You shall furnish the Civil Service Commission a certified list of all employees holding non-technical positions separated as a result of the implementation of the organization of the NEDA together with a justification for their separation.

Sec. 25. The position titles that shall be used in the Staffing Pattern for non-technical positions shall be tentative for purposes of initial appointments to said positions provided therein. The position titles shall be subject to final determination and allocation to appropriate classes and salary ranges by WAPCO upon conduct of the usual audit of the duties and responsibilities assigned to the positions.

Sec. 26 All initial appointments to positions in the Staffing Pattern shall be at the authorized or actual salaries of the incumbents appointed to the position whichever is higher. In the reallocation of appropriations authorized to be made under Section 28 of this Letter of Implementation, an adequate lump-sum amount shall be provided to take care of all cases where the actual salary of the appointee is more than the rate authorized.

Sec. 27. Salary increases as may result from appointments to non-technical positions in the Staffing Pattern to be proposed shall be effective only after final determination and allocation of said positions by the WAPCO pursuant to Section 25 of this Letter of Implementation.

#### REALLOCATION OF APPROPRIATIONS

Sec. 28. You are likewise directed to cause the preparation, in collaboration with the Budget Commission, of the details of the Reallocation of Appropriations necessary to put into effect the implementation as prescribed by this Letter of Implementation in accordance with Paragraph 49 Article I, Chapter I, Part XXIII of the Plan, Pursuant to Paragraph 11, Article III, Chapter I, Part VI of the Plan, the reallocation of available appropriations for the NEDA shall be in lump-sum with the NEDA having sole authority to determine the details of expenditures.

#### TIMING OF ADMINISTRATIVE ACTIONS

Sec. 29. You are hereby directed to effect the orderly scheduling of transfers, changes and other transitional actions required by the Plan and this Letter of Implementations: Provided, That all such actions shall be completed within the period prescribed in Paragraph 14; Article I, Chapter I, Part XXIII of the Plan reckoned from the date of issuance of Presidential Decree No. 1. In the interim, each entity affected shall continue to perform its functions until such time as you shall order change or cessation and each officer and employee shall continue to perform his duties and to exercise his authority until such time as you order otherwise but not beyond the termination of the transition period prescribed above.

Sec. 30. In the process of the selection of personnel to fill positions in the Staffing Pattern mentioned above, you are authorized to make the necessary changes in the personnel structure of the NEDA subjects the approval of the Office of the President, to correct inequities that in your opinion may have resulted from the preparation thereof: Provided, That any adjustment or adjustments that shall be made pursuant hereto shall not result in an increase in the total appropriations for personal services authorized for the NEDA.

Sec. 31. You are hereby finally directed to note and call the attention of the President to such provisions of Part VI of the Plan or portions thereof which are inoperable under present conditions in view of Proclamation Order No. 1081 dated September 21, 1972 and which should be suspended until such time as their activation shall be possible.

Done in the City of Manila, this 1st day of November in the year of Our Lord, nineteen hundred and seventy-two.

(Sgd.) FERDINAND E. MARCOS  
President  
Republic of the Philippines

*Source: Legislative Library, House of Representatives*

Office of the President of the Philippines. (1972). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 11**

RELATIVE TO PART X ON PUBLIC WORKS, TRANSPORTATION AND COMMUNICATIONS AND  
OTHER PERTINENT PROVISIONS OF THE INTEGRATED REORGANIZATION PLAN

TO:

The Secretary  
Department of Public Works, Transportation  
and Communications  
M a n i l a

Pursuant to Presidential Decree No. 1 dated September 24, 1972, Reorganizing the Executive Branch of the National Government, you are hereby directed to implement Part X on Public Works, Transportation and Communications, and other pertinent provisions of the Integrated Reorganization Plan, hereinafter referred to as the "Plan," prepared by the Commission on Reorganization, as follows:

**ORGANIZATION OF THE DEPARTMENT OF PUBLIC  
WORKS TRANSPORTATION AND COMMUNICATIONS**

Section 1. The organization and functions of the Department of Public Works, Transportation and Communications, hereinafter referred to as the "Department"- shall be in accordance with the provisions of Part X and other pertinent provisions of the Plan and the details; contained in this Letter of Implementation,

Sec. 2. The organization of the Department as graphically depicted in the following organization charts, shall consist of the Department proper, composed of the immediate Office of the Secretary, the Planning Service, the Administrative Service, the Financial and Management Service and the Project Execution Service, and six bureaus, namely: Bureau of Public Highways, Bureau of Public Works, Bureau of Transportation, Bureau of Posts, Bureau of Telecommunications and the Radio Control Office. Each of these Bureaus with the exception of the Radio Control Office, shall have eleven (11) Regional offices and district offices as may be necessary to undertake actual field operations. The Radio Control Office, in lieu of the Regional and District offices shall have only field offices, the number and locations of which shall be determined on the basis of necessity and effectiveness of the service. There shall also be three (3) Specialized Regulatory Boards which shall be under the administrative supervision of the Department, namely: (a) Board of Transportation; (b) Board of Communications; and (c) Board of Power and Waterworks, A Water Resources Committee shall be established in the Department. The following Government owned or controlled corporations and authorities are attached to the Department: (a) Central Luzon-Cagayan Valley Authority; (b) Cavite Electricity Distributing Authority; (c) Cagayan de Oro Port Authority; (d) San Fernando Port Authority; and (e) National Irrigation Administration.

**RELATIONSHIPS BETWEEN THE DEPARTMENT PROPER,  
BUREAUS AND FIELD OFFICES**

Sec. 3. The Department proper through the Office of the Secretary, shall have direct line supervision over the Bureaus and administrative supervision over the Specialized Regulatory Boards under it.

Sec. 4. The Bureaus of the Department shall be essentially line in character and as such shall exercise supervision and control over all divisions and other units including regional offices. They shall be primarily involved in the direct implementation of programs adopted within the context of department policies and plans. In the of their

functions, they shall be directly responsible to the Secretary and shall receive proper technical guidance from the staff services of the Department proper.

Sec. 5. The regional offices shall constitute the operating arms of the Bureaus and shall exercise supervision and control over their respective district offices. In the exercise of their functions, the regional offices shall be directly responsible to the Bureau Directors and shall receive proper technical guidance from the staff divisions of the Bureaus.

## FUNCTIONAL STATEMENTS OF THE DEPARTMENT OF PUBLIC WORKS, TRANSPORTATION AND COMMUNICATIONS

Sec. 6. In conformity with the above set of functional relationships, the functions, powers, duties and responsibilities of the various units of the Department shall be as follows:

### OFFICE OF THE SECRETARY

Sec. 7. The Office of the Secretary shall consist of the Secretary of Public Works, Transportation and Communications, the Undersecretary of Public Works, Transportation and Communications, and the personnel in their immediate office. It shall be responsible for the adoption and promulgation of rules and regulations necessary to carry out departmental policies and objectives, and for exercising general supervision and control over the bureaus and offices of the Department.

#### Functions of the Secretary

Sec. 7.1. The functions of the Secretary shall be as follows:

1. Advise the President in the promulgation of orders, regulations, and decrees relative to matters under the jurisdiction of the Department;
2. Establish the policies and standards for the operation of the Department pursuant to the President's program of government;

#### **[Organization Chart 1. Department Proper]**

3. Promulgate rules and regulations necessary to carry out department objectives, policies and functions;
4. Exercise supervision and control over all bureaus and offices under the department;
5. Delegate authority for the performance of any function to officers and employees under his direction; and
6. Perform such other functions as may be provided by law or assigned by the President.

#### Functions of the Undersecretary

Sec. 7.2. The functions of the Undersecretary who shall be a career administrator shall be as follows;

1. Advise and assist the Secretary in the formulation of department objectives and policies;
2. Oversee all the operational activities of the department for which he shall be responsible to the Secretary;



3. Coordinate the programs and projects of the department, and be responsible for its economical, efficient and effective administration;
4. Serve as deputy to the Secretary in all matters relating to the operations of the department; and
5. Perform such other functions as may be provided by law.

Sec. 7.3. When the Secretary is unable to perform his duties owing to illness, absence, or other cause, or in case of vacancy in the office, the Undersecretary shall temporarily perform the functions of said office.

#### FUNCTIONS OF THE PLANNING SERVICE

Sec. 8. The Planning Service shall be responsible for providing the Department with economical, efficient and effective services relating to planning, programming and project development. It shall have a Planning and Programming Division, a Project Development and Evaluation Division and a Research and Statistics Division.

##### Functions of the Planning and Programming Division

Sec. 8.1. The Planning and Programming Division shall have the following functions, among others:

- a. Formulate long-range and annual plans and programs for the department;
- b. Formulate basic policies and guidelines for the preparation of the departmental budget, including those for the detailed allocation of funds for capital outlays, and coordinate with the Budget Division in the preparation of the department budget;
- c. Formulate criteria for determining priorities for proposed projects for funding and execution including appropriate financing schemes;
- d. Undertake such re-programming as necessary in accordance with actual resources made available, including the determination of cut-backs and/or projects to be included from unprogrammed to programmed category;
- e. Maintain liaison with the central planning agency and other appropriate economic or planning bodies; and
- f. Perform such other functions as may be prescribed by law.

##### Functions of the Project Development and Evaluation Division

Sec. 8.2. The Project Development and Evaluation Division shall have the following functions, among others:

Division shall have the following functions among others:

- a. Undertake comprehensive regional planning studies for the country with concentration on the infrastructure elements thereof;
- b. Identify major infrastructure projects on the basis of the regional planning studies and related analyses and establish the project priorities;
- c. Initiate and/or provide support for the development of projects by the various bureaus and offices of the department in accordance with approved priority areas;

- d. Evaluate projects proposed by units of the department as to their technical, economical, financial, and operational feasibility and according to prescribed standards;
- e. Undertake major infrastructure project development activities; and
- f. Perform such other functions as may be provided by law.

#### Functions of the Research and Statistics Division

Sec. 8.3. The Research and Statistics Division shall have the following functions among others:

- a. Compile, analyze and integrate statistical data, including operational statistics;
- b. Assist in the formulation of policy proposals and general economic guidelines;
- c. Develop projections, forecasts, and prepare economic reports and reviews based on conducted research;
- d. Undertake continuing analysis of economic conditions and trends relating to the sectoral area in which the department is concerned; and
- e. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE FINANCIAL AND MANAGEMENT SERVICE

Sec. 9. The Financial and Management Service shall be responsible for providing the department with staff advice and assistance on budgetary, financial and management matters. It shall have the following divisions: a Budget Division, an Accounting Division and a Management Division.

#### Functions of the Budget Division

Sec. 9.1. The Budget Division shall have the following functions among others:

- a. Develop and improve budgetary methods, procedures and justifications;
- b. Provide subject to budgetary, ceilings, fund estimates in support of the department's operations, plans and programs;
- c. Assist management in the presentation of the department's budgetary estimates before administrative and legislative bodies;
- d. Provide technical assistance to subordinate budget units in the application and utilization of budgetary methods and the budget system;
- e. Prepare annual financial work plans;
- f. Allocate, in coordination with the Planning Service, available funds to programs on the basis of approved guidelines and priorities;
- g. Issue allotment advise in support of the fund requirement for the conduct of the operations under each program;

- h. Review performance reports to determine conformance with set standards;
- i. Prepare financial reports for management guidance and as required by higher authorities; and
- j. Perform such other functions as may be provided by law.

#### Functions of the Accounting Division

Sec. 9.2. The Accounting Division shall have the following functions, among others:

- a. Advise management on financial matters;
- b. Prepare and submit financial reports to management and other government departments and agencies authorized to receive such reports;
- c. Maintain basic and subsidiary accounting records and books of accounts to reflect accurate and current financial information required by existing auditing rules and regulations and by management;
- d. Certify to the availability of funds, obligate funds, and issue Treasury Warrants to liquidate obligations;
- e. Process requisitions, vouchers and reports of collections and disbursements;
- f. Prepare billings to debtors of the National Government; and
- g. Perform such other functions as may be provided by law.

#### Functions of the Management Division

Sec. 9.3. The Management Division shall have the following functions, among others:

- a. Develop plan and program objectives relative to management improvement in the department;
- b. Examine the administrative organization of the department and make recommendations for improvement;
- c. Maintain and update the department organization and other manuals;
- d. Undertake regular management surveys of organizational structure, manpower, and operations, study special problems as assigned; review existing methods, procedures, and systems; and make recommendation for improvement;
- e. Develop new and improved management system, exercise staff supervision over the implementation of such improvements; and provide training in the use of the systems;
- f. Develop staffing standards and manpower requirements for the department;
- g. Review internal control systems for safeguarding money and property to ascertain weaknesses and deficiencies requiring correction; and
- h. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE ADMINISTRATIVE SERVICE

Sec. 10. The Administrative Service shall be responsible for providing the Department with economical, efficient and effective services relating to personnel, legal assistance, information, records, supplies, equipment, collections, disbursements, security and custodial work. It shall have a Personnel Division, Legal Division, an Information Division and a General Services Division.

#### Functions of the Personnel Division

Sec. 10.1. The Personnel Division shall have the following functions among others:

- a. Advise management on personnel policy and administration;
- b. Develop and administer a personnel program which shall include selection and placement, classification, and pay, career and employment development, performance rating, employee relation and welfare services;
- c. Act on all matters concerning attendance, leaves of absence, appointments, promotions, transfers and other personnel transactions;
- d. Conduct training program in the department;
- e. Provide medical services pursuant to the provisions of R.A. No. 1054;
- f. Maintain personnel records and statistics; and
- g. Perform such other functions as may be provided by law.

#### Functions of the Legal Division

Sec. 10.2. The Legal Division shall have the following functions, among others:

- a. Provide legal advice to the Secretary, Undersecretary and the bureaus and offices of the department;
- b. Interpret laws and rules affecting the operation of the Department;
- c. Prepare contracts and instruments to which the department is a party; and interpret provisions of contracts covering work performed for the department by private entities;
- d. Conduct administrative investigation, including the review of administrative charges against employees of the department;
- e. Assist in the promulgation of rules governing the activities of the department;
- f. Prepare comments on proposed legislation concerning the department;
- g. Assist the Solicitor General in court litigation in which the department is involved; and
- h. Perform such other functions as may be provided by law.

#### Functions of the Information Division

Sec. 10.3. The Information Division shall have the following functions among others:

- a. Develop program to have the policies, plans and activities of the department properly understood by the public;
- b. Produce and disseminate media materials to implement the information program of the department;
- c. Coordinate with the Department of Public Information; and
- d. Perform such other functions as may be provided by law.

#### Functions of the General Services Division

Sec. 10.4. The General Services Division, shall have the following functions among others:

- a. Provide policy guidance on the maintenance and disposition of records and on the procurement and storage of supplies in accordance with government prescribed standards;
- b. File and maintain necessary records and establish a records disposition program for the department;
- c. Provide mail transportation, custodial and general utility services for the department;
- d. Procure, store and distribute supplies and equipment of the department and conduct periodic inventories of the same;
- e. Provide and coordinate messengerial, duplicating and typing pool services;
- f. Receive, collect and deposit cash, prepare payrolls and process vouchers for payment of the department's obligations; and
- g. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE PROJECT EXECUTION SERVICE

Sec. 11. The Project Execution Service shall be responsible for monitoring and evaluation of program implementation and project execution, including the control and management of common equipment and shop services and material testing for the construction bureaus. It shall have a Monitoring Division, Evaluation Division, Equipment and Material Management Division and an Administrative Division.

#### Functions of the Monitoring Division

Sec. 11.1. The Monitoring Division shall have the following functions among others:

- a. Monitor progress of the implementation and execution of department programs and projects and submit periodic status reports thereon;
- b. Direct the submission of project status and performance reports by the various bureaus and regional field offices of the department;
- c. Prescribe, supervise, coordinate and manage the preparation of report forms and procedures for project reporting including the follow-up of the implementation thereof;
- d. Maintain and operate the Department's Operations Room; and

e. Perform such other functions as may be provided by law.

#### Functions of the Evaluation Division

Sec. 11.2. The Evaluation Division shall have the following functions, among others:

- a. Evaluate performance against plans, programs, schedules, standards and specifications, and identify implementation problems and bottlenecks and recommend, solutions therefor;
- b. Recommend the implementation of remedial measures/ solution to problems in project execution;
- c. Recommend guidelines, as well as, policies and/or rules and regulations governing project implementation;
- d. Assist in undertaking studies on project management and administration;
- e. Perform fiscal/financial analysis in project execution;
- f. Prepare periodic evaluation and performance reports on program implementation; and
- g. Perform such other functions as may be provided by law.

#### Functions of the Equipment and Material Management Division

Sec. 11.3. The Equipment and Material Division shall have the following functions, among others:

- a. Plan the construction equipment and material requirements of the Department;
- b. Supervise and coordinate the management, allocation, distribution, utilization, and operation of all construction equipment under the Department;
- c. Supervise, coordinate, control and manage all regional equipment depots and shop services;
- d. Manage, control and supervise the operations of construction materials testing facilities including all quarries;
- d. Monitor the status, location and utilization of all construction equipment under the custody of bureaus and agencies of the Department; and
- f. Perform such other functions as may be provided by law.

#### Functions of the Administrative Division

Sec. 11.4. The Administrative Division shall have the following functions, among others?

- a. Provide administrative services, including clerical, drafting, cashiering, accounting, property and records management, procurement and supply, messengerial and housekeeping for the Service;
- b. Maintain liaison with other government or private offices for the purpose of coordinating and expediting action on administrative or other matters not falling under the jurisdiction of the other Divisions; and

- c. Perform such other functions as may be provided by law.

## SPECIALIZED REGULATORY BOARDS

Sec. 12. There shall be three (3) regulatory boards which shall be under the administrative supervision of the Department Board of Transportation, Board of Communications, and Board of Power and Waterworks.

The Board of Communications, the Board of Power and Waterworks and each of the three divisions of the Board of Transportation shall be composed of a full-time Chairman, two full-time members and two ex-officio members. The Chairman and full-time members of each of the boards shall serve for six years, provided that their terms shall be staggered such that the Chairman or a full-time member shall be appointed or reappointed every two years. In the initial appointments, the Chairman shall serve for six years, one full-time member for four years and the other full time member for two years,

### Functions of the Technical Staff

Sec. 12.1. The Specialized Boards shall have a common technical staff which shall be responsible for providing the necessary technical research, staff, secretariat, and liaison work for the Boards. It shall be headed by an Executive Director who shall have the following functions, among others:

- a. Supervise the staff for administrative purposes;

### [Organization Chart 2. Specialized Regulatory Boards]

- b. Record and report the proceedings to the Boards;
- c. Administer oaths in all matters coming under the jurisdiction of the Boards;
- d. Compile for publications the findings and decisions which in the Boards' judgement may be of general public interest;
- e. Docket all cases filed with the Boards and set cases for hearing;
- f. Refer applications and complaints to the staffs divisions concerned or to any entity within or outside the Department for technical study and recommendations;
- g. Serve summons, issue certified copies of decisions, orders or other papers to interested parties; and
- h. Perform such other related administrative functions.

The Technical Staff shall have the following Divisions; Finance and Rate Division, Statistics and Records Division and the Standards and Meter Laboratory Division.

### Functions of the Finance and Rate Division

Sec. 12.2. The Finance and Rate Division shall have the following functions, among others;

- a. Responsible for the staff work necessary to determine the financial condition and capabilities of operators applying for Certificate of Public Convenience and Necessity, amendment thereto and permits for rates to be charged for public utilities;
- b. Make studies on rate structures for adoption by industrial, communication and transportation services;

- c. Devise and prescribe uniform system of accounts and uniform reporting system for use of transportation, communication and industrial public services;
- d. Conduct studies on the appropriate equity and debt capitalization of public utilities in connection with application for the issuance of capital stocks, bonds, debentures, and other forms of indebtedness; and
- e. Perform such other functions as may be required by the Boards.

#### Functions of the Statistics and Records Division

Sec. 12.3. The Statistics and Records Division shall have the following functions, among others:

- a. Compile statistical data and information regarding all public utilities and shall present periodically in the form of statistical tables, charts or graphs for the guidance of the Boards and other technical divisions;
- b. Provide for the proper management safekeeping, filing of all records of cases pertaining to land, water, and air transportation services, communications services, water and waterworks services and other documents, papers, and reports filed with the Board of Power and Waterworks;
- c. Collate, interpret and render analysis reports for the information of the Boards and Hearing Examiners in cases pending before them;
- d. Analyze, evaluate and forecast economic facts regarding the operations of transportation, communication, and power and waterworks services; and
- e. Perform such other functions as may be provided by law.

#### Functions of the Standards and Meter Laboratory Division

Sec. 12.4. The Standards and Meter Laboratory Division shall have the following functions, among others:

- a. Establish and prescribe specific standards on the safety and adequacy of installation, operation and maintenance of all industrial public services like electric plants, ice and cold storage plants, telecommunication systems, radio and television systems, water supply systems and transportation services and others to enable them to render safe, adequate, efficient, and satisfactory service;
- b. Process and approve all plans and specifications required to be submitted by all industrial, communication and transportation services;
- c. Calibrate, test and seal all service meters of industrial public services like electric, gas, water meters, etc. and transportation services like taxi meters, etc. before such meters are put in service;
- d. Establish and fix standards on the grant and allocation of radio frequencies for radio-television and other communication services;
- e. Operate and maintain the standardizing meter laboratory; and
- f. Perform such other functions as may be provided by law,

#### Functions of the Auxiliary Sections in the Office of the Executive Director



Sec. 12.5 Pursuant to Letter of Implementation No. 1 dated September 27, 1972, there shall be provided directly under the Executive Director the necessary staff personnel to perform administrative, legal and secretariat services.

#### BOARD OF TRANSPORTATION

Sec. 12.6. The Board of Transportation shall be composed of three divisions, namely: Land, Water and Air. The full-time Chairman who shall be of unquestioned integrity and recognized prominence in previous public and/or private employment and one of the full-time members who shall either be a lawyer or an economist with adequate experience in public utilities regulation shall sit in all Divisions of the Board.

The other members of the three Divisions of the Board are as follows:

Land Transportation Division – one full-time member who shall be competent on all aspects of land transportation; and the Assistant Director for land transportation of the Bureau of Transportation and the Director of the Bureau of Domestic Trade, as ex-officio members.

Water Transportation Division – one full-time member who shall be competent on all aspects of water transportation; and the Assistant Director for water transportation of the Bureau of Transportation, and the Director of the Bureau of Foreign Trade, as ex-officio members.

Air Transportation Division – one full-time member who shall be competent on all aspects of air transportation; and the Assistant Director for air transportation of the Bureau of Transportation, and the Commissioner of the Philippine Tourist Commission, as ex-officio members.

Decisions of each of the Divisions shall be considered as decisions of the Board.

#### Functions of the Board of Transportation

Sec. 12.7. The Board of Transportation shall have the following functions, among others:

- a. Issue Certificates of Public Convenience for the operation of public land, water and air transportation utilities and services such as motor vehicles, railroad lines, domestic and overseas water carriers, domestic and international air carriers and similar public utilities;
- b. Establish, prescribe and regulate routes, zones and/or areas of operation of particular operators of public land, water and air service transports; and determine, fix and/or prescribe fares, charges and/or rates pertinent to the operation of such public utility facilities and services except in cases where fares, charges or rates are established by international bodies or associations of which the Philippines is a participating member or by bodies recognized by the Philippine Government as the proper arbiter of such fares, charges or rates;
- c. Establish, fix and/or prescribe rules, regulations, standards and specifications in all cases related to the issued Certificates of Public Convenience; and administer and enforce the same through the Bureau of Transportation of the Department and appropriate police or enforcement agencies of the Government;
- d. Grant or withhold authority for the travel of foreign civil aircraft and civil or non-military foreign vessels through or within the Philippines;
- e. Participate in the negotiation of air agreements covering exchange of air rights;
- f. Promulgate rules requiring any operator of any public land, water and air transportation utility to equip, install and provide in such utilities and in their stations such devices, equipment, facilities and operating procedures and techniques as may promote or insure the highest degree of safety, protection, comfort and convenience to persons, and property in their charge as well as the safety of persons and property within their areas of operation;

- g. Coordinate and cooperate with government agencies and entities concerned with any aspects involving land, water and air transportation with a view to continually improve the transportation service in the country; and
- h. Exercise such other functions as may be prescribed by law.

## BOARD OF COMMUNICATIONS

Sec. 12.8. The Board of Communications shall be composed of a full-time Chairman who shall be of unquestioned integrity and recognized prominence in previous public and/or private employment; two full-time members who shall be competent on all aspects of communications and preferably one of whom shall be a lawyer and the other an economist; and the Director of the Radio Control Office and a senior representative of the Institute of Mass Communication of the University of the Philippines, as ex-officio members.

### Functions of the Board of Communications

Sec. 12.9. The Board of Communications shall have the following functions, among others:

- a. Issue Certificates of Public Convenience for the operation of communications utilities and services, radio communications systems, wire or wireless telephone or telegraph systems, radio and television broadcasting systems and other similar public utilities;
- b. Establish, prescribe and regulate routes, zones and/or areas of operation of particular operator of public service communications; and determine, fix and/or prescribe charges and/or rates pertinent to the operation of such public utility facilities and services except in cases where charges or rates are established by international bodies or associations of which the Philippines is a participating member or by bodies recognized by the Philippine Government as the proper arbiter of such charges or rates;
- c. Grant permits for the use of radio frequencies for wireless telephone and telegraph systems, radio communications systems and radio and television broadcasting systems including amateur radio stations;
- d. Suballocate series of frequencies of bands allocated by the International Telecommunications Union to the specific services;
- e. Establish, fix and/or prescribe rules, regulations, standards, specifications in all cases related to the issued Certificates of Public Convenience and administer and enforce the same through the Radio Control Office of the Department;
- f. Promulgate rules requiring any operator of any public communications utilities to equip, install and provide in such utilities and in their stations such devices, equipment, facilities and operating procedures and techniques as may promote or insure the highest degree of safety, protection, comfort and convenience to persons, and property in their charge as well as the safety of persons and property within their areas of operation;
- g. Coordinate and cooperate with government agencies and entities concerned with any aspect involving communications with a view to continually improve the communications service in the country;
- h. Make such rules and regulation, as public interest may require, to encourage a larger and more effective use of communications, radio and television broadcasting facilities, and to maintain competition in these activities whenever the Board finds it reasonably feasible;
- i. Promulgate from time to time, such rules and regulations, and prescribe such restrictions and conditions, not inconsistent with law, as public convenience, interest or necessity may require; and
- j. Exercise such other functions as may be prescribed by law.

## BOARD OF POWER AND WATERWORKS

Sec. 12.10. The Board of Power and Waterworks shall be composed of a full-time Chairman who shall be of unquestioned integrity and recognized prominence in previous public and/or private employment; two full-time members who shall be competent on all aspects of power and waterworks and preferably one of whom shall be a lawyer and the other an economist; and the General Manager of the National Electrification Administration and the Director of the Bureau of Public Works, as ex-officio members.

### Functions of the Board of Power and Waterworks

Sec. 12.11. The Board of Power and Waterworks shall have the following functions, among others:

- a. Issue Certificate of Public Convenience for the operation of public power and waterworks utilities and services, electric light, water supply, power and other similar public utilities;
- b. Establish, prescribe and regulate routes, zone and/or areas of operation of particular operators of public service power and waterworks and determine, fix and/or prescribe charges and/or rates pertinent to the operation of such public utility facilities and services;
- c. Establish, fix and/or prescribe rules, regulations, standards, specifications in all cases related to the issued Certificates of Public Convenience; and administer and enforce the same through the National Electrification Administration and the Bureau of Public Works of the Department;
- d. Promulgate rules requiring any operator of public power and waterworks utilities to equip, install and provide in such utilities and in their stations such devices, equipment, facilities, and operating procedures and techniques as may promote or insure the highest degree of safety, protection, comfort, and convenience to persons and property in their charge as well as the safety of persons and property within their areas of operation;
- e. Coordinate and cooperate with government agencies and entities concerned with any aspect involving power and waterworks with a view to continually improve powers and waterworks service in the country; and
- f. Exercise such other functions as may be prescribed by law.

## APPEALS

Sec. 12.12. Rulings and decisions of the boards shall be appealable in the same manner as the rulings and decisions of the defunct Public Service Commission had been appealed.

## FUNCTIONS OF THE BUREAU OF PUBLIC HIGHWAYS

Sec. 13. The Bureau shall be responsible for the construction, maintenance, and repair of national roads and bridges as well as for the construction and major repair and maintenance of airport runways. Ordinary maintenance and repair of airport runways shall be the responsibility of the Bureau of Transportation.

Sec. 13.1. The Bureau of Public Highways shall be headed by a Director, who shall be assisted by one Assistant Director.

Sec. 13.2. The Bureau shall be composed of the following divisions: Planning Division Financial and Management Division, Administrative Division Designing Division, Construction Division, Maintenance Division, and Equipment Division.

### Functions of the Planning Division

Sec. 13.3. The Planning Division shall be responsible for the development of highway and airport runway projects; conducting economic, technical, financial, and organizational feasibility studies for such projects; preparing programs of work for them; and establishing project priorities for submission to the Planning Service of the Department. It shall have a Planning Section, a Programming Section and a Traffic Section, with the following functions:

**[Organization Chart 3. Bureau of Public Highways]**

(1) Planning Section

- a. Determine and execute project appraisal studies program;
- b. Develop criteria, standards, procedures and other planning guides;
- c. Establish project priorities and undertake specific project studies; and
- d. Perform such other functions as may be provided by law.

(2) Programming Section

- a. Determine annual apportionment of Highway Special

Fund and prepare cash flow scheduling;

- b. Determine allocation and programming of funds including their review and reallocation or re-programming during the fiscal year;
- c. Undertake studies regarding the Highway Special Fund income and allocation; and
- d. Perform such other functions as may be provided by law.

(3) Traffic Section

- a. Maintain and collect traffic and accident report statistics;
- b. Set guidelines for normal traffic counting;
- c. Design, initiate and supervise special studies such as vehicle origin and destination, speeds, and intersection movements; and
- d. Perform such other functions as may be provided by law.

Functions of the Financial and Management Division

Sec. 13.4. The Financial and Management Division shall be responsible for operational budgeting, accounting, management improvement and financial reporting. It shall have a Budget Section, an Accounting Section and a Management Section, with the following functions:

(1) Budget Section

- a. Develop and improve budgetary methods, procedures and justifications;

- b. Assist in the presentation of the bureau budgetary estimates before administrative and legislative bodies;
- c. Prepare annual financial work plans, financial reports for guidance and as required by higher authorities;
- d. Issue allotment advices in support of the fund requirement for the conduct of the operations under each program;
- e. Provide technical assistance to subordinate budget units in the application and utilization of budgetary methods and the budget system; and
- f. Perform such other related functions as may be provided by law.

(2) Accounting Section

- a. Maintain basic and subsidiary accounting records and books of accounts to reflect accurate and current financial information required by existing auditing, rules and regulations and by the Bureau;
- b. Certify to the availability of funds, obligate funds and issue Treasury Warrants to liquidate obligations;
- c. Process requisitions, vouchers and reports of collections and disbursements;
- d. Receive expenditure returns from Regional Offices and check details of all expenditures recorded therein against the budgets;
- e. Analyze expenditure returns and comment on those cases where expenditures are high or in excess of funds provided;
- f. Record in cost ledgers all costs incurred in the Bureau;
- g. Effect book entries to transfer costs incurred for administration and other services to receiving Divisions in accordance with agreed percentage breakdown or by allocations on time sheets; and
- h. Perform such other functions as may be provided by law.

(3) Management Section

- a. Develop plan and program objectives relative to management improvement in the Bureau;
- b. Examine the administrative organization of the Bureau and make recommendations for improvement;
- c. Maintain and update the Bureau's organization and other manuals;
- d. Undertake management surveys of organizational structure, manpower, and operations, review existing methods, procedures and systems and make recommendations for improvement;
- e. Review internal control system for safeguarding money and property to ascertain weakness and deficiencies requiring correction; and
- f. Perform such other functions as may be provided by law.

Functions of the Administrative Division

Sec. 13.5. The Administrative Division on shall be responsible for personnel, information, legal and general services and other supportive services. It shall have a Personnel Section, a Legal Section, an Information Section and a General Services Section, with the following functions

(1) Personnel Section

- a. Develop and administer the personnel programs which include the selection and placement, classification and pay, adequate training program, performance rating, employee relations and welfare services;
- b. Act on all personnel matters concerning leaves of absence, retirements, appointments, promotions, transfers and other personnel transactions;
- c. Plan and Manage all training programs for personnel and training personnel;
- d. Provide medical service pursuant to the provisions of Republic Act No. 1054;
- e. Maintain liaison with the Civil Service Commission, WAPCO, Budget Commission and the different bureaus and offices under the Department;
- f. Evaluate protests and complaints arising from promotions, transfers; appointments and other personnel matters; and
- g. Perform such other related functions as may be provided by law.

(2) Legal Section

- a. Interpret laws and rules affecting the operations of the Bureau;
- b. Prepare contracts and instruments to which the Bureau is a party and interpret provisions of contracts covering work performed for the Bureau and private entities;
- c. Assist the Solicitor General in court litigations in which the Bureau is involved;
- d. Conduct administrative investigations including the review of administrative charges against the personnel of the Bureau;
- e. Provide legal advice to the Director, Assistant Director and to other officials of the Bureau;
- f. Assist in the promulgation of rules governing the activities of the Department;
- g. Prepare comments on proposed legislation concerning the Bureau; and
- h. Perform such other functions as may be provided by law.

(3) Information Section

- a. Develop programs to have the policies, plans and activities of the Bureau properly understood by the public;
- b. Produce and disseminate media materials to implement the information program of the Bureau;
- c. Coordinate with the Information Division of the Department;

- d. Maintain and keep the library; and
- e. Perform such other functions as may be provided by law.

(4) General Services Section

- a. Provide policy guidance on the maintenance and disposition of records and on the procurement and storage of supplies in accordance with government prescribed standards;
- b. File and maintain necessary records and establish a records disposition system for the Bureau;
- c. Procure, store and distribute supplies and equipment of the Bureau, and conduct periodic inventories of the same;
- d. Provide mail, transportation, custodial and general utility services for the Bureau;
- e. Receive, collect and deposit cash, prepare payrolls and process vouchers for payment of the Bureau's obligations; and
- f. Perform such other functions as may be provided by law.

Functions of the Designing Division

Sec. 13.6. The Designing Division shall be responsible for undertaking the structural and architectural design of roads, bridges and airport runways, including the necessary survey and location works, specifications and estimates, and establishing uniform practices and standards of design to be adopted by regional and district offices. The Division will actually perform designing work for highly complex projects only, while the field offices will be delegated with the authority to prepare designs of less complicated projects following the standards set by the Division. It shall have a Highway Design Section, a Bridge Design Section and a Drafting Section, with the following functions, among others:

(1) Highway Design Section

- a. Establish design procedures for roads and airport horizontal facilities;
- b. Prepare and approve technical criteria, design standards and standard designs for the above-named facilities;
- c. Review and recommend approval of preliminary designs prepared by field offices; and
- d. Perform such other functions as may be provided by law.

(2) Bridge Design Section

- a. Establish design procedures for bridges;
- b. Prepare technical criteria, design standards and standard designs for bridges;
- c. Review and recommend approval of preliminary design prepared by field offices;
- d. Coordinate with the Bureau of Public Works in connection with the flood control protective work of bridge sites; and

e. Perform such other functions as may be provided by law.

(3) Drafting Section

a. Prepare plans of designs of roads, bridges and airport horizontal facilities.

Functions of the Construction Division

Sec. 13.7. The Construction Division shall be responsible for exercising technical supervision over all activities relating to construction of roads, bridges and airport runways being undertaken by field offices; establishing policy guidelines; extending consultative services to field offices, and setting standards and procedures for construction works. It shall have an Engineering Section, a Contracts Section and a Construction Planning Section, with the following functions:

(1) Engineering Section

a. Establish, update and enforce standards for project site inspection and quality control on all construction work;

b. Establish training requirements; and

c. Perform such other functions as may be provided by law.

(2) Contracts Section

a. Provide technical assistance on pre-qualification of contractors, preparation of contracts, calling for tenders and awarding of contracts;

b. Review, evaluate and recommend approval of payments or claims against the Bureau by contractors;

c. Coordinate with the Project Execution Service of the Department in connection with the monitoring and evaluation of progress and performance on all construction work; and

d. Perform such other functions as may be provided by law.

(3) Construction Planning Section

a. Prepare estimates of construction costs and programs of construction operations, including equipment requirements;

b. Evaluate and review programs and schedule of construction;

c. Arrange the timely acquisition of right-of-way and relocation of utilities; and

d. Perform such other functions as may be provided by law.

Functions of the Maintenance Division

Sec. 13.8. The Maintenance Division shall be responsible for exercising technical supervision over all activities relating to maintenance of roads, bridges and airport runways being undertaken by field offices; establishing policy guidelines; extending consultative services to field offices, and setting standards and procedures for maintenance works. It shall have a Planning and Control Section, a Technical Inspection Section and an Inventory and Statistics Section, with the following functions, among others:



(1) Planning and Control Section

- a. Prepare guidelines for maintenance, planning and budget preparation;
- b. Review, check and approve annual maintenance plans and budget submitted by the Regional
- c. Prepare projected routine long-range country-wide maintenance programs based on annual and periodic maintenance programs;
- d. Prepare and maintain current standard forms of roads, bridges including airport horizontal facilities and for rating the effectiveness of applied maintenance in conformity with required maintenance standards; and
- e. Perform such other functions as may be provided by law.

(2) Technical Inspection Section

- a. Prepare and update maintenance standards and specifications;
- b. Conduct technical inspection of all maintenance activities; and
- c. Perform such other functions as may be provided by law,

(3) Inventory and Statistics Section

- a. Maintain and supervise preparation of road inventories including airport horizontal facilities;
- b. Maintain cost data, traffic volume and materials availability data; and
- c. Perform such other functions as may be provided by law.

Functions of the Equipment Division

Sec, 13.9, The Equipment Division, shall be responsible for exercising technical supervision over the operations of the equipment assigned to the Bureau by the Department, including interregional assignments of said equipment in coordination with the Project Execution Service of the Department and extending consultative services to field offices. It shall have an Operations Section and an Equipment Maintenance Section, with the following functions, among others:

(1) Operations Section

- a. Provide technical supervision and control of the operation of all equipment assigned to the Bureau;
- b. Undertake the proper allocation and scheduling of equipment to the different regions based on workload and financial capability of field offices to operate and maintain said equipment;
- c. Coordinate with the Project Execution Service of the Department in connection with the interregional assignment of equipment; and
- d. Perform such other functions as may be provided by law,

(2) Equipment Maintenance Section

- a. Provide technical supervision and control of the maintenance of equipment including supervision over service maintenance shops;
- b. Maintain statistics on equipment routine maintenance activities, analyze and conduct studies to improve the extent of the operating life of equipment and direct the implementation of such improvements; and
- c. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE REGIONAL OFFICES

Sec. 13.10. The Bureau shall have eleven Regional Offices with boundaries and jurisdictions to conform with

##### **[Organization Chart 3. Highways Regional Office]**

the administrative regions established under Article I, Chapter III, Part II of the Plan. The Bureau Regional Offices shall be responsible for the overall supervision and control of all operational activities within their respective regions and shall have the following functions, among others:

- a. Administer, coordinate, and supervise the execution and/or the management of projects and activities in the region;
- b. Assign equipment among the district offices and among projects in the region in coordination with the major equipment depot concerned; and assign and allocate materials among district offices and among projects in the region;
- c. Under delegated authority approve project work programs, plans, estimates, specifications, requisitions, procurement of materials and authority to undertake projects by administration of contract within the budgetary limits, plans, programs, policies and standards laid down by the appropriate headquarters entities;
- d. Approve, under delegated authority, appointments of personnel of the district offices in the region; and under decisions on personnel and other administrative matters;
- e. Undertake design work and project studies for less complex projects; and
- f. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE DISTRICT OFFICES

Sec 13.11. The Regional Offices of the Bureau shall have district offices in places and in such members as may be necessary to undertake actual field operations of the Bureau.

##### **[Organization Chart 4. Highways District Office]**

The District Offices shall be responsible for actual construction, maintenance and major repair and rehabilitation work within their respective authority and jurisdictions, and shall have the following functions:

- a. Undertake site surveys and investigations;
- b. Undertake field studies or data collections needed for project development;
- c. Undertake engineering designs except those of a specialized nature which will be undertaken by the design unit of the regional office and in the head off of the Bureau;

- d. Undertake construction, major maintenance, repair, and rehabilitation work by administration; and supervise contractual projects therefor;
- e. Provide local development assistance where needed; and
- f. Perform such other functions as may be provided by law.

The decentralization of operations to the regional and district offices notwithstanding, the Construction Division of the Bureau shall undertake the direct supervision of complex projects in the field.

## FUNCTIONS OF THE BUREAU OF PUBLIC WORKS

Sec. 14. The Bureau shall be responsible for performing its present functions pertaining to the construction, maintenance, and repair of portworks, harbor facilities, lighthouses, navigational aids, shore protection works, airport buildings and facilities, public and school buildings monuments and other related structures; as well as undertaking harbor and river dredging works, reclamation of foreshore and swampland areas, and flood control and drainage works, wells and springs development.

### [Organization Chart 5. Bureau of Public Works]

The Bureau shall be headed by a Director who shall be assisted by one Assistant Director.

Sec. 14.1. The Bureau shall be composed of the following Divisions: (a) Planning Division; (b) Financial and Management Division; (c) Administrative Division; (d) Buildings Division; (e) Ports, Harbors and Reclamation Division; (f) Flood Control and Drainage Division; and (g) Water Resources Division.

#### Functions of the Planning Division

Sec. 14.2. The Planning Division shall be responsible for formulating plans and developing projects for public works, conducting feasibility studies for such projects, and preparing work programs and project priorities therefor. It shall have a Project Development Section, a Programming Section and a Research and Statistics Section with the following functions, among others:

##### (1) Project Development Section

- a. Identify projects and undertake feasibility studies on such projects;
- b. Collect, analyze and maintain economic and planning data; and
- c. Perform such other functions as may be provided by law.

##### (2) Programming Section

- a. Prepare programs of project priorities and project implementation schedules including bureau-wide program of public works construction and maintenance;
- b. Prepare guidelines in establishing project priorities and in preparing work programs;
- c. Evaluate performance against programs, determine bottlenecks in program implementation and recommend remedial measures to improve performance; and
- d. Perform such other functions as may be provided by law.

(3) Research and Statistics Section

- a. Monitor project and program implementation, make evaluation, prepare periodic reports, and keep records and statistics of the Bureau's physical and financial performance;
- b. Maintain the infrastructure Operations Room of the Bureau; and
- c. Perform such other functions as may be provided by law,

Functions of the Financial and Management Division

Sec. 14.3. The Financial and Management Division shall be responsible for undertaking activities relative to operational budgeting, accounting, management improvement and financial reporting. It shall have a Budget Section; an Accounting Section; and a Management Section with the following functions, among others:

(1) Budget Section

- a. Prepare and develop the Bureau's consolidated operational budget;
- b. Provide, subject to budgetary ceilings, fund estimates in support of the Bureau's operations, plans and programs;
- c. Prepare annual financial work plans;
- d. Allocate, in coordination with the Planning Division of the Bureau, available funds to program on the basis of approved guidelines and priorities;
- e. Issue allotment advice in support of the fund requirement for the conduct of the operations under each program;
- f. Prepare financial reports for management guidance and as required by higher authorities;
- g. Assist management in the presentation of the Bureau's budgetary estimates before administrative and legislative bodies; and
- h. Perform such other functions as may be provided by law.

(2) Accounting Section

- a. Prepare and submit financial reports and advise management on financial matters;
- b., Maintain basic and subsidiary accounting records and book of accounts to reflect accurate and current financial information required by existing auditing rules and regulations and by management;
- c. Certify to the availability of funds, obligate funds and issue Treasury Warrants to liquidate obligations;
- d. Process requisitions, vouchers and reports of collections and disbursements;
- e. Prepare billings to debtors of the Bureau; and

(3) Management Section

- a. Develop plans and program objectives relative to management improvement in the Bureau;

- b. Undertake regular management surveys of organizational structure, manpower, and operations; study special problems as assigned; review existing methods, procedures and systems; and make recommendations for improvements;
- c. Review internal control systems for safeguarding money and property to ascertain weaknesses and deficiencies requiring correction; and
- d. Maintain and update the Bureau's organization and other manuals; and
- e. Perform such other functions as may be provided by law,

#### Functions of the Administrative Division

Sec 14.4 The Administrative Division shall be responsible for undertaking activities relative to personnel, information, records, legal and general services and other supportive services. It shall have a Personnel Section, a Legal Section, an Information Section, and a General Services Section with the following functions, among others:

##### (1) Personnel Section

- a. Advise management on personnel policy and administration;
- b. Develop and administer a personnel program which shall include selection and placement, classification and pay, career and employee development, performance rating, employee relations and we services;
- c. Act on all matters concerning attendance, leaves of absence, appointment, promotions, transfers and other personnel transactions;
- d. Conduct training programs;
- e. Provide medical services pursuant to the provisions of Republic Act No. 1054;
- f. Maintain personnel records and statistics; and
- g. Perform such other functions as may be provided by law.

##### (2) Legal Section

- a. Provide legal advice to the Director, Assistant Director and other officials of the Bureau;
- b. Interpret laws and rules affecting the operation of the Bureau;
- c. Prepare contracts and instruments to which the Bureau is a party and interpret provisions of contracts covering work performed for the Bureau by private contractors and entities;
- d. Conduct administrative investigations including the review of administrative charges against employees of the Bureau;
- e. Assist in the promulgation of office rules and regulations governing the activities of the Bureau;
- f. Prepare comments on proposed legislation concerning the Bureau;

- g. Assist the Solicitor General in court litigations in which the Bureau is involved; and
- h. Perform such other functions as may be provided by law.

(3) Information Section

- a. Develop programs to have the policies, plans and activities of the Bureau properly understood by the public;
- b. Produce and disseminate media materials to implement the information program of the Bureau;
- c. Maintain a BPW Library; and
- d. Perform such other functions as may be provided by law,

(4) General Services Section

- a. Provide policy guidance on the maintenance and disposition of records and on the procurement and storage of supplies, equipment and construction materials in accordance with government prescribed standards;
- b. Procure, store and distribute supplies, and office equipment of the Bureau and conduct periodic inventories of the same;
- c. File and maintain necessary records and establish a records disposition program of the Bureau;
- d. Provide mail, transportation, custodial and general utility services for the Bureau;
- e. Provide and coordinate messengerial, duplicating and typing pool services;
- f. Receive, collect and deposit cash, prepare pay rolls and process vouchers for payment of the Bureau's obligations; and
- g. Perform such other functions as may be provided by law.

Functions of the Flood Control and Drainage Division

Sec. 14.5. The Flood Control and Drainage Division shall be responsible for undertaking the preparation of plans, specifications, and estimates for and the technical supervision of the construction and maintenance of flood control and drainage works. It shall have a Designing Section, Construction Management and Control Section and a River Dredging Section with the following functions:

(1) Designing Section

- a. Prepare plans and designs for flood control and drainage works;
- b. Prepare design standards, guidelines and technical criteria for such public works; and
- c. Perform such other functions as may be provided by law.

(2) Construction Management and Control Section

- a. Prepare estimates, specifications and programs of construction for flood control and drainage works;

- b. Provide technical supervision in the construction and maintenance of flood control and drainage works; and
- c. Perform such other functions as may be provided by law.

(3) River Dredging Section

- a. Prepare estimates, specifications and programs of operation for the dredging of rivers;
- b. Provide technical supervision in the dredging of rivers and canals for flood control and drainage purposes; and
- c. Perform such other functions as may be provided by law,

Functions of the Ports, Harbors, and  
Reclamation Division

Sec. 14.6. The Ports, Harbors, and Reclamation Division shall be responsible for undertaking the preparation of plans, specifications, and estimates for and the technical supervision of the construction, maintenance and repair of ports and harbors, shore protection works and navigational aids; dredging and clearing of harbors, navigable rivers, channels and waterways; and the reclamation of foreshore lands. It shall have a Designing Section, Construction Management and Control Section and a Harbor Dredging and Reclamation Section with the following functions, among others:

(1) Designing Section

- a. Prepare plans and designs for the improvement and construction of ports, harbors and shore protection works;
- b. Prepare design standards, procedures and guidelines for such public works; and
- c. Perform such other functions as may be provided by law,

(2) Construction Management and Control Section

- a. Prepare estimates and specifications for the construction of ports and harbors, installation of navigational aids;
- b. Provide, technical supervision in construction work;
- c. Prepare programs of construction operations; and
- d. Perform such other functions as may be provided by law,

(3) Harbor Dredging and Reclamation Section

- a. Undertake the dredging and clearing of harbors, navigable rivers and waterways; prepare programs of dredging operations;
- b. Undertake the reclamation of foreshore lands;
- c. Maintain dredging equipment and its attendant plants; and
- d. Perform such other functions as may be provided by law.

### Functions of the Buildings Division

Sec. 14.7. The Buildings Division shall be responsible for undertaking the architectural and structural planning, design, preparation of plans, specifications and estimates for and the technical supervision of the construction, maintenance and repair of government buildings, airport buildings and facilities, school buildings, parks, monuments and landscape development, including mechanical and electrical works and facilities. It shall have an Architectural Planning and Design Section, a Structural Design Section, a Construction Management and Control Section and a Mechanical and Electrical Section, with the following functions, among others:

#### (1) Architectural Planning and Design Section

- a. Prepare architectural plans and designs for buildings, parks, monuments, airport terminal buildings, and similar structures that are within the jurisdiction of the Bureau;
- b. Prepare design standards, guidelines and technical criteria for such public works; and
- c. Perform such other functions as may be provided by law.

#### (2) Structural Design Section

- a. Prepare plans and structural designs of buildings;
- b. Prepare design standards, guidelines and technical criteria for such public works; and
- c. Perform such other functions as may be provided by law.

#### (3) Construction Management and Control Section

- a. Prepare or review estimates and specifications for buildings and other similar structures;
  - b. Provide technical supervision in construction work;
  - c. Prepare annual program of building maintenance; and
  - d. Perform such other functions as may be provided by law,
- 
- a. Prepare estimates and specifications for mechanical and electrical works needed in any building or structure designed by or to be undertaken by the Bureau,
  - b. Provide technical supervision in construction work; and
  - c. Perform such other functions as may be provided by law.

### Functions of the Water Resources Division

Sec. 14.8. The Water Resources Division shall be responsible for undertaking river basin engineering, geologic, hydrologic and land classification investigations and surveys; conduct and coordinate studies for the conservation and development of the water resources in the country; prepare plans, specifications and estimates for and the technical supervision of the development of wells and springs. It shall have an Investigations and Surveys Section, a Designing Section, a Wells and Springs Section, a Hydrology Section, and a Water Rights Section, with the following functions, among others:



(1) Investigations and Survey Section

- a. Undertake surveys and investigations for river basin development;
- b. Undertake geologic and hydrologic surveys including land classification; and
- c. Perform such other functions as may be provided by law.

(2) Designing Section

- a. Conduct and coordinate studies on water resources development;
- b. Prepare designs and plans of water resources development; and
- c. Perform such other functions as may be provided by law.

(3) Wells and Springs Section

- a. Prepare plans, specifications, estimates and programs of activities for the construction of wells and springs;
- b. Provide technical supervision in the construction of such public works; and
- c. Perform such other functions as may be provided by law.

(4) Hydrology section

- a. Undertake studies and formulate recommendations as to availability, suitability and utilization of surface and ground water resources at specific areas of the country:
- b. Collect, maintain and publish records and statistics on surface and ground water resources of the country; and
- c. Perform such other functions as may be provided by law.

(5) Water Rights Section

- a. Process, adjudicate and make recommendations on applications for use of public waters; and
- b. Perform such other functions as may be provided by law.

FUNCTIONS OF THE REGIONAL OFFICES

Sec, 14.9. The Bureau shall have eleven (11) Regional Offices with boundaries and jurisdictions to conform with the administrative regions established under Article I, Chapter 111, Part II of the Plan. The Regional Offices of the Bureau shall be responsible for the over-all supervision and control of all operational activities within their respective regions, and shall have the following functions, among others:

- a. Administer, coordinate, and supervise the execution and/or the management of projects and activities in the region;
- b. Assign equipment among the district offices and among projects in the region in coordination with the major equipment depot concerned; and assign and allocate materials among district offices and projects in the region;

#### **[Organization Chart 6. Public Works Regional Office]**

- c. Under delegated authority, approve, project work programs, plans, estimates, specifications, requisitions, procurement of materials, and authority to undertake projects by administration or contract within the budgetary limits, plans programs, policies and standards laid down by the appropriate headquarters entities;
- d. Approve, under delegated authority, appointments of personnel of the district offices in the region; and render decisions on personnel and other administrative matters;
- e. Undertake design work and projects studies for less complex projects; and
- f. Perform such other functions as may be provided by law.

#### **FUNCTIONS OF THE DISTRICT OFFICES**

Sec. 14.10. The Regional Offices of the Bureau shall have district offices in places and in such numbers as may be necessary to undertake actual field operations of the Bureau.

The District Offices shall be responsible for actual construction, maintenance, and major repair and rehabilitation work within their respective authority and jurisdiction, and shall have the following functions:

- a. Undertake site surveys and investigations;
- b. Undertake field studies or data collection needed for project development;
- c. Undertake engineering designs except those of a specialized nature which will be undertaken by the design unit of the Regional Offices and in the head offices of the Bureau;

#### **[Organization Chart 6. Public Works District Office]**

- d. Undertake construction, major maintenance, repair and rehabilitation work by administration and supervision of contractual projects therefor. Ordinary maintenance and repair of public buildings shall be the responsibility of the end-using agency;
- e. Provide local development assistance where needed; and
- f. Perform such other functions as may be provided by law,

For purposes of efficiency and economy the following Special Projects of the Bureau are placed under the supervision and control of the Office of the Director of the Bureau:

- a, Manila Flood Control Project
- b. Pampanga River Control Project
- c, Agno River Control Project
- d. Production and Distribution Center for Marcos Pre-fab School Buildings.

#### **FUNCTIONS OF THE BUREAU OF TRANSPORTATION**

Sec. 15. The Bureau shall be responsible for the implementation of policies, rules and regulations on aviation, land transportation and maritime transportation, and undertaking the management and operations of international and domestic airports and navigational aids.

The Bureau shall be headed by a Director assisted by an Assistant Director for Land Transportation, Assistant Director for Water Transportation and Assistant Director for Air Transportation.

#### **[Organization Chart 7. Bureau of Transportation]**

Sec. 15.1. The Bureau shall be composed of the following Divisions: (a) Planning Division; (b) Financial and Management Division; (c) Administrative Division; (d) Land Transportation Division; (e) Water Transportation Division; and (f) Air Transportation Division,

#### **Functions of thru Planning Division**

Sec 15.2. The Planning Division shall be responsible for formulating plans, programs and policies for the development of civil aviation, land transportation and maritime shipping; and estimate present and future requirements for transportation development. It shall have a Planning Section, a Programming Section and a Research and Statistics Section, with the following functions, among others;

##### **(1) Planning Section**

- a. Review and evaluate development plans for land, air and water transportation;
- b. Formulate an overall development plan for the establishment of a unified and coordinated national transportation system involving the three modes of transportation;
- c. Develop criteria, standards, procedures and other planning guides for the use of the three transportation divisions of the Bureau; and
- d. Perform such other functions as may be provided by law.

##### **(2) Programming Section**

- a. Prepare program of priorities and implementation schedules concerning the activities of the various units of the Bureau;
- b. Evaluate performance of the various units against priorities and schedules developed for purposes of reprogramming during the course of the fiscal year.
- c. Perform such other functions as may be provided by law.

##### **(3) Research and Statistics Section**

- a. Conduct studies necessary for the establishment and development of a national land, air and water transportation system and its required components;
- b. Compile and process relevant traffic and economic statistics for establishing land, air and water transportation trends; and
- c. Perform such other functions as may be provided by law.

### Functions of the Financial and Management Division

Sec. 15.3. The Financial and Management Division shall be responsible for undertaking activities relative to operational budgeting, accounting, management improvement and financial reporting. It shall have a Budget Section, an Accounting Section, and a Management Section with the following functions, among others:

#### (1) Budget Section

- a. Act as financial adviser to the Director;
- b. Prepare annual financial work plans, budget proposals and program of work;
- c. Implement the agency's budgetary policies and procedures and prepare cash position statements and reports as required;
- d. Undertake researches on budget matters with a view to securing greater economy, consistent with efficiency in the conduct of public service; and
- e. Perform such other functions as may be provided by law.

#### (2) Accounting Section

- a. Advise management on financial matters;
- b. Maintain basic and subsidiary accounting records and books of accounts to reflect accurate and current financial information required by existing auditing rules and regulations and by management;
- c. Certify to the availability of funds, obligate funds and issue Treasury Warrants to liquidate obligations;
- d. Process requisitions, vouchers and reports of collection and disbursements; and
- e. Perform such other functions as may be provided by law.

#### (3) Management Section

- a. Conduct management survey and. Organizational analysis;
- b. Develop plan and program objectives relative to management improvement in the Bureau;
- c. Introduce work simplification techniques, control and procedures in the Office;
- d. Maintain and update organization and functional manuals and corresponding charts; and
- e. Perform such other functions as may be provided by law.

### Functions of the Administrative Division

Sec. 15.4. The Administrative Division shall be responsible for undertaking activities relative to personnel, information, records, legal and general services, and other supportive services. It shall have a Personnel Section, Legal Section, Information Section and General Services Section, with the following functions, among others:

(1) Personnel Section

- a. Advise management on personnel policy and administration;
- b. Develop and administer a. personnel program which shall include selection and placement, classification, and pay, career and employee development, performance rating, employee relation and welfare services;
- c. Act on all matters concerning attendance, leaves of absence, appointments, promotions, transfers, and other personnel transactions;
- d. Conduct training programs in the Bureau;
- e. Provide medical services pursuant to the provisions of Republic Act No. 1054; and
- f. Perform such other functions as may be provided by law.

(2) Legal Section

- a. Provide legal advise to the Director, Assistant Director and other officials of the Bureau;
- b. Interpret laws and rules affecting the operation of the Bureau;
- c. Prepare contracts and instruments to which the bureau is a party; and interpret provisions of contracts covering work performed for the bureau by private entities;
- d. Conduct administrative investigation, including the review of administrative charges against the employees of the bureau; and
- e. Perform such other functions as may be provided by law.

(3) Information Section

- a. Develop programs to have the policies, plans and activities of the bureau properly understood by the public;
- b. Product and disseminate media materials to implement the information program of the bureau;
- c. Coordinate with the Information Division of the Department; and
- d. Perform such other functions as may be provided by law.

(4 ) General Services Section

- a. Procure, store and distribute supplies and equipment of the bureau and conduct periodic inventories of the same;
- b. File and maintain necessary records and establish a records disposition program for the bureau;
- c. Provide mail, transportation, custodial, and general utility services for the bureau;
- d. Provide and coordinate messengerial, duplicating and typing pool services;

- e. Receive, collect and deposit cash, prepare payrolls and process vouchers for payment of the bureau's obligations; and
- f. Perform such other functions as may be provided by law,

#### Functions of the Land Transportation Division

Sec. 15.5. The Land Transportation Division shall be responsible for undertaking traffic and economic studies for the development of a national land transport system and policy; estimating present and future requirements for land transportation facilities; developing resource procurement and use schedules to meet these requirements; and gathering and analysing data and statistics needed for land transport planning; developing standards and operational policies for the enforcement of rules and regulations involving land transportation and for the technical supervision of enforcement activities. It shall have a Land Transportation Development Section, a Motor Vehicle Inspection and Registration Section, Examination and Licensing Section, Enforcement Section, and Revenue Section, with the following functions, among others;

##### (1) Land Transportation Development Section

- a. Undertake technical, traffic and economic studies for the development of a national land transportation system and policy including estimates of present and future requirements for land transportation facilities;
- b. Submit recommendations on and assist in the preparation of developmental plans for highway networks; and
- c. Perform such other functions as may be provided by law.

##### (2) Motor vehicle Inspection and Registration Section

- a. Provide policy guidance on the inspection and registration of motor vehicles;
- b. Exercise supervision over the regional offices on the enforcement of standards, operational policies, rules and regulations pertaining to inspection and registration of motor vehicles;
- c. Keep and update a systematic motor vehicle records and indexes regarding inspection and registration;
- d. Maintain a master file of all registration of motor vehicles registered all over the country; and
- e. Perform such other functions as may be provided by law.

##### (3) Examination and Licensing Section

- a. Provide policy guidance on the examination and licensing of drivers and conductors;
- b. Keep and update a systematic motor vehicle records and indexes regarding the examinations and licenses taken by drivers and conductors; and
- c. Perform such other functions as may be provided by law.

##### (4) Enforcement Section

- a. Provide policy guidance on the enforcement of rules and regulations pertaining to the operation of public land transportation utilities and services;

- b. Maintain and update systematic records and indexes regarding the names of traffic and patrol officers deputised and authorized by the Bureau to enforce the traffic provisions of the Land Transportation and Traffic Code; and
- c. Perform such other functions as may be provided by law.

(5) Revenue Section

- a. Undertake the gathering of all reports of collections made by Regional Offices including the gathering of records and reports on cash remittances made periodically with the Bureau of Treasury;
- b. Keep and update a systematic record reflecting the following informations:
  - (1) name of collecting agency or officer;
  - (2) amount of cash collections, and periodical remittances made; and
  - (3) Other data,
- c. Provide policy guidance on the collection of revenue by the regional offices; and
- d. Perform such other functions as may be provided by law.

Functions of the Water Transportation Division

Sec. 15.6. The Water Transportation Division shall be responsible for undertaking traffic and economic studies for the development of maritime shipping and estimate present and future requirements for port development including navigational aids; formulating and enforcing regulations involving maritime transportation; administering and enforcing marine safety programs; and providing technical supervision over the management and operation of navigational aids. It shall have a Water Transportation Development Section, an Enforcement Section, and a Maritime Navigation Section, with the following functions, among others:

(1) Water Transportation Development Section

- a. Undertake technical, traffic and economic studies for the development of maritime shipping including estimates of present and future requirements for port development and navigational aids;
- b. Submit recommendations on and assist in the preparations of developmental layouts of ports; and
- c. Perform such other functions as may be provided by law.

(2) Enforcement Section

- a. Formulate and supervise the enforcement of regulations involving maritime transportation;
- b. Supervise nautical schools in coordination with the Department of Education;
- c. Develop and supervise the enforcement of marine safety programs; and form such other functions as may be provided by law.

(3) Maritime Navigation Section

- a. Provide technical supervision over the management and operation of navigational aids;
- b. Assist in the supervision of the installation of navigational aids; and
- c. Perform such other functions as may be provided by law.

#### Functions of the Air Transportation Division

Sec. 15.7. The Air Transportation Division shall be responsible for undertaking traffic and economic studies for the development of a national airport and airways system; estimating present and future requirements for airport and air navigation facilities; developing resources procurement and use schedules to meet these requirements; gathering and analyzing pertinent data and statistics needed for air transport planning; administering air safety programs for airmen, aircraft and airline operations, including supervision of aviation schools; supervising the management and operation of airports, including collection of fees, building and ground management; supervising the licensing of airmen and aircraft, and air routes and recommending rules and regulations therefor; and supervising and administering the operation of air traffic control and communications facilities as well as preparing standards and procedures therefor. It shall have an Air Transportation Development Section, an Aviation Safety Section, an Air Traffic Section, a Domestic Airport Section, an Airways Navigation Section, an Aviation Medicine Staff, and a Coordinating Staff of International Civil Aviation, with the following functions, among others:

##### (1) Air Transportation Development Section

- a. Undertake technical, traffic and economic studies for the development of a national airport and airways systems, including estimates of present and future requirements for airport and air navigation facilities;
- b. Submit recommendations on and assist in the preparation of developmental layouts of airports; and
- c. Perform such other functions as may be provided by law,

##### (2) Aviation Safety Section

- a. Promulgate regulations governing safety of flights in airline operations and those pertaining to airmen and licenses for airmen;
- b. Prepare regulations governing designs, materials, workmanship, construction and performance of aircraft engine and propellers;
- c. Act as adviser to the Director of Transportation on matters pertaining to aviation safety; and
- d. Perform such other functions as may be provided by law.

##### (3) Air Traffic Section

- a. Provide and supervise air traffic control services, airways communications services and aeronautical information services throughout the Philippines, including the air space over the high seas adjacent thereto, as agreed by international air navigation agreements, in order to ensure the safety, efficiency and regularity of domestic and international air navigation;
- b. Recommend rules, regulations, plans and operational procedures as may be necessary for air traffic safety, standardization and efficiency;
- c. Conduct evaluation and analysis of air traffic services and airways communications systems;



- d. Formulate proficiency development program for air traffic services personnel;
- e. Conduct training program for recurrent air traffic services manpower needs; and
- f. Perform such other functions as may be provided by law,

(4) Domestic Airport Section

- a. Provide guidelines for and supervise the operation and management of airports;
- b. Supervise and direct the performance of aircraft crash and rescue activities in the airports;
- c. Supervise the collection of all airport fees and charges;
- d. Supervise the ordinary maintenance and repair of airport facilities and assist in the supervision of major repair and maintenance work; and
- e. Perform such other functions as may be provided by law.

(5) Airways Navigation Section

- a. Establish and maintain all air navigation facilities in accordance with ICAO standards and procedures;
- b. Maintain the operational functioning of aeronautical communication and air traffic control facilities, air navigation aids and structure installations;
- c. Prepare design plans, specifications and development of air navigation facilities and supervise the construction, installation and inspection of air navigation facilities and equipment;
- d. Participate in the flight checking of navigational aids and assist in the development of maintenance manual of operations; and
- e. Perform such other functions as may be provided by law.

(6) Aviation Medicine Staff

The Aviation Medicine Staff, formerly Aviation Medicine Division of the defunct Civil Aeronautics Administration is retained and shall perform the same functions.

(7) Coordinating Staff of International Civil Aviation

The Coordinating Staff of International Civil Aviation of the defunct Civil Aeronautics Administration is retained and shall perform the same functions.

Sec. 15.8. The management and operation of the Manila International Airport (including the Manila Domestic Airport) and the Mactan Alternate International Airport shall be under the direct supervision of the Assistant Director of Air Transportation.

## FUNCTIONS OF THE REGIONAL OFFICES

Sec, 15.9. The Bureau shall have eleven regional offices with boundaries and jurisdictions to conform with the administrative regions established under Article I, Chapter III, Part II of the Plan. The regional offices of the Bureau shall be responsible for the overall supervision and direction of the operations and activities of the Bureau within their respective jurisdictions and shall have the following functions, among others:

- a. Administer, coordinate and direct all land, water and air public transport operations and regulations within the region;
- b. Approve, through delegated authority, appointment of personnel, requisition and procurement of materials, and awards of contract of field offices within the region; render administrative decisions subject to delegated authority;
- c. Issue Certificates of Public Convenience or licenses for the operation of public transportation utilities and services, as may be authorized by the Board of Transportation;
- d. Undertake research and planning analyses for the development of transport facilities In the region, consolidate and submit to the Director of Transportation planning proposals including infrastructure requirements; and

**[Organization Chart 7. Transportation Regional Office]**

**[Organization Chart 8. Transportation District Office]**

- e. Perform such other functions as may be provided by law.

**FUNCTIONS OF THE DISTRICT OFFICES**

Sec, 15.10. The regional offices of the Bureau shall have district offices in places and in such number as may be necessary to undertake actual field operations of the Bureau.

The District Offices shall be responsible for regulating and overseeing the operation of land, water and air transport services, and shall have the following functions;

- a. Administer, coordinate and direct all land, water and air public transport operations in the district, including airports and seaports and navigational aids;
- b. Issue licenses for motor vehicles and drivers, collect fees and charges therefor, and enforce rules and regulations pertaining to transportation operations;
- c. Undertake research and planning analyses for the development of transport facilities, submit to the regional office pertinent statistical data and planning proposals, including infrastructure requirement that may be needed; and
- d. Perform such other functions as may be provided by law.

**FUNCTIONS OF THE BUREAU OF POSTS**

**[Organization Chart 9. Bureau of Posts]**

Sec, 16. The Bureau of Posts is retained with the same functions.

The Bureau shall be headed by a Director to be known as the Postmaster General who shall be assisted by one (1) Assistant Director to be known as the Assistant Postmaster General,

Sec. 16.1. The Bureau shall be composed of the following Divisions: (1) Planning Division; (2) Financial and Management Division; (3) Administrative Division; (4) Operations Division; and (5) Philippine Postal Savings Bank,

#### Functions of the Planning Division

Sec 16.2. The Planning Division shall be responsible for estimating the present and future requirements of postal services in terms of facilities, personnel, and resources, and submit forecasts and trends especially on future volume of facilities and services needed and for evaluating performance and accomplishments, identifying problem areas and recommending measures to correct deficiencies. It shall have a Planning and Programming Section, Postal Service Research Section, and a Mail Transportation Planning Section, with the following functions:

##### (1) Planning and Programming Section

- a. Program the overall postal projects of the bureau;
- b. Establish and maintain an integral planning and programming system, review, evaluate and control techniques in the execution of projects;
- c. Prepare plans for the opening of new post offices and closure of existing ones for approval of the Postmaster General;
- d. Conduct continuing studies on layouts and specifications of buildings and other postal installations as they affect postal work flow and operations; and
- e. Perform such other functions as may be provided by law.

##### (2) Postal Service Research Section

- a. Prepare plans for the implementation and enforcement of the Acts of the Universal Postal Union and Asian Oceanic Postal Union including those relating to postal technical cooperation;
- b. Coordinate with the postal administration of other countries on matters affecting the Philippine postal system;
- c. Prescribe the procedures and treatment of acceptance and delivery of ordinary mail, parcel post, registered mail, printed matters, air mail, special delivery mail and other types of mail matters;
- d. Maintain statistical information on postal operations and prescribe internal post office and delivery procedures;
- e. Study and update changes on postal rates and charges;
- f. Determine and program supplies and equipment for all post offices and other organizational units involved in postal operation except motor spare parts and equipment of the Motor Transport Section; and
- g. Perform such other functions as may be provided by law.

##### (3) Mail Transportation Planning Section

- a. Prepare plans for the movement of mails from one organizational unit or post office to another;
- b. Plan and prepare schedules and routes in the transportation of mails between distribution centers and post offices;

- c. Plan and prepare allocation of organic vehicles to different organizational units;
- d. Determine and program supply of mail bags to the different post offices and distribution centers;
- e. Undertake the formulation, development, and publication of the ZIP Code System;
- f. Prepare, publish and maintain mail transportation routes and schedules; and
- g. Perform such other functions as may be provided by law.

#### Functions of the Financial and Management Division

Sec. 16.2. The Financial and Management Division shall be responsible for operational budgeting, accounting, management improvement and financial reporting. It shall have a Budget Section, an Accounting Section and a Management Section, with the following functions, among others:

##### (1) Budget Section

- a. Prepare the budget proposals and other financial reports of the bureau;
- b. Prepare and control requests of allotment of funds in accordance with approved program of appropriate sections and units;
- c. Maintain records of cash collections and disbursements for budget preparations;
- d. Exercise technical supervision over the budget and finance units of regional offices; and
- e. Perform such other functions as may be provided by law.

##### (2) Accounting Section

- a. Post financial operations on collection and disbursement of funds;
- b. Process bills, vouchers and other money claims;
- c. Certify to the availability of funds;
- d. Prepare treasury warrants and bank reconciliation statements;
- e. Exercise technical supervision over accounting units of regional offices; and
- f. Perform such other functions as may be provided by law.

##### (3) Management Section

- a. Develop, plan and program objectives relative to management improvement in the bureau;
- b. Examine, maintain and update the Postmaster's Manual;
- c. Develop staffing standards and manpower requirements for the bureau and its regional offices;

- d. Examine the administrative organization of the bureau and make recommendations for improvement;
- e. Review internal control systems for safeguarding money and property to ascertain weaknesses and deficiencies requiring correction; and
- f. Perform such other functions as may be provided by law.

#### Functions of the Administrative Division

Sec. 16.3. The Administrative Division shall be responsible for undertaking activities relative to personnel, information, records, legal and general services and other related supportive services. It shall have a Personnel Section, General Services Section, Legal Section, Information Section and a Motor Transport Section, with the following functions:

##### (1) Personnel Section

- a. Formulate policy on personnel administration;
- b. Develop and administer personnel program which shall include selection, placement, classification and pay, career and employee development performance rating employee relations, and welfare services;
- c. Act on all matters concerning attendance, leaves of absence appointments, promotions, bonding, transfers, retirement and other personnel transactions;
- d. Provide medical and dental services as required by the provisions of Republic Act No. 1054;
- e. Keep and maintain personnel records and statistics and prepare budgetary data on personnel services; and
- f. Perform such other functions as may be provided by law.

##### (2) General Services Section

- a. Formulate policy on procurement, storage and disposition of supplies and materials;
- b. Undertake and control the procurement, storage and distribution of supplies, materials and equipment and conduct periodic inventories of the same;
- c. Provide security, janitorial and general utility services and other similar services;
- d. Prescribe policies and procedures in the filing, maintenance and disposition of records;
- e. Keep and maintain necessary records, issuances, publications and other documents;
- f. Receive, collect and deposit cash, prepare payrolls and process vouchers for payment of the bureau's obligations; and
- g. Perform such other functions as may be provided by law.

##### (3) Legal Section

- a. Receive, study, analyze, evaluate and take initial action on complaints and reports for misconduct, dishonesty, loss, theft, and similar offenses filed by private individuals or by postal inspectors and other officials against personnel of the bureau;
- b. Conduct legal study and researches on inquiries and questions affecting the bureau and involving application of the postal laws and regulations, including the rendition of legal opinions;
- c. Assist in the hearing when necessary in court of criminal or civil suits affecting the postal service or its personnel;
- d. Take charge of the processing of applications for mailing permits, issuance of mailing permits, such as mailing of matters without stamps, use of postage meters, and similar cases;
- e. Process applications filed by publishers of periodical publications for entry thereof into the second class mail matter, issue permits therefor after due investigation, keep complete record of such publications and examine copies of second class publications to verify compliance with postal regulations;
- f. Conduct administrative investigations including the review of administrative charges against the personnel of the bureau; and
- g. Perform such other functions as may be provided by law.

(4) Information Section

- a. Develop and implement programs for public dissemination of policies, plans and regulations of the bureau which the public should be informed in order to achieve effective postal service;
- b. Produce and disseminate media materials to implement the information program of the bureau and publish the Philippine Postal Gazette;
- c. Prepare designs of stamps and other issues and undertake the administration and promotion of philatelic activities, including the maintenance of a philatelic library;
- d. Coordinate with the Public Information Division of the Department of Public Works, Transportation and Communications and with the Department of Public Information; and
- e. Perform such other functions as may be provided by law.

(5) Motor Transport Section

- a. Operate and maintain organic vehicles of the bureau and assign the said vehicles in accordance with prescribed mail transportation schedules;
- b. Implement prescribed transportation schedules of organic vehicles as prepared by the Mail Transportation Planning Section;
- c. Determine, program and take charge in the purchase of spare parts, gadgets and accessories of motor vehicles;
- d. Engage services of transportation companies to implement prescribed transportation schedules for carriage of domestic mail from one region to another and take charge of the settlement of these accounts; and
- e. Perform such other functions as may be provided by law

### Functions of the Operations Division

Sec. 16.4 The Operations Division shall be responsible for undertaking staff work on the development of standards and operational policies, including rules and regulations for postal operations, providing technical supervision over postal operations in the field and coordinating inter-regional postal traffic flows. It shall have a Mail Operations Section, a Money Order Section, and a Stamp and Philatelic Section, with the following functions:

#### (1) Mail Operations Section

- a. Develop standards and operational policies for undertaking postal services and activities, including the technical supervision thereof;
- b. Prepare postal instructions for implementation by the regional and district offices of the bureau;
- c. Prepare guidelines and schedules for the coordination of inter-regional postal traffic flow;
- d. Conduct periodic inspections of the operations of the field offices for conformance with approved standards and policies;
- e. Develop and administer a reporting system for postal operations in the field, including the analysis and evaluation thereof;
- f. Prepare schedules of domestic and foreign mail dispatches in coordination with air, water and land transportation companies and engage their services for the carriage of mail;
- g. Enforce Universal Postal Union Covenants and other agreements with foreign postal administration, including settlement of postal claims and accounts;
- h. Conduct research on procedures, mechanization and new mail facilities which may be adopted in the postal service; and
- i. Perform such other functions as may be provided by law.

#### (2) Money Order Section

- a. Supervise the administration and operation of the money order and telegraphic transfer services;
- b. Prepare and implement approved agreements for the exchange of money order service with foreign postal administrations;
- c. Exercise close supervision and control over the printing and distribution of money orders;
- d. Take charge of reconciliation of money orders and telegraphic transfers issued and paid by means of the IBM mechanical and electronic machines so as to detect frauds and errors in the issuance or payment of money orders and telegraphic transfers;
- e. Prepare salary payrolls of personnel through the use of the IBM machines; and
- f. Perform such other functions as may be provided by law.

#### (3) Stamp and Philatelic Section

- a. Control the printing and distribution of stamps and stamped stock;
- b. Extend coordinating facilities to the Public Information Section on matters pertaining to the promotion of philately and stamp collection;
- c. Program and determine the denominations and number of stamps to be printed;
- d. Requisition international reply coupons and prepare statements of accounts for settlement of the same; and
- e. Perform such other related functions as may be provided by law.

#### Functions of the Philippine Postal Savings Bank

Sec. 16.5. The Philippine Postal Savings Bank shall continue to perform its present functions.

#### FUNCTIONS OF THE REGIONAL OFFICES

##### **[Organization Chart 10. Postal Regional Office]**

Sec. 16.6. The Bureau shall have, as soon as feasible, eleven (11) Regional Offices with their respective boundaries and jurisdictions to conform with the eleven (11) administrative regions provided under Article I, Chapter III, Part of the Plan. The Regional Offices of the Bureau shall be responsible for the overall supervision and control of postal operations and services within their respective jurisdictions, and shall have the following functions:

1. Direct, coordinate and supervise the operations and activities of the district offices under it; provided that the regional office encompassing Manila will undertake foreign mail transactions;
2. Act and decide, through delegated authority, on contracts, administrative and legal cases, requisitions, appointments and other matters affecting the regional office itself and the district offices under it; and
3. Perform such other functions as may be provided by law.

##### **[Organization Chart 11. Postal District Office]**

#### FUNCTIONS OF THE DISTRICT OFFICES

Sec. 16.7. The Bureau shall establish district offices, the number and locations of which shall be determined on the basis of necessity and effectiveness of the service. Each district office shall be responsible for the following functions:

1. Coordinate, operate and maintain and regulate postal facilities and services within the district;
2. Determine postal service requirements of the district and submit recommendations to the Regional Director; and
3. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE BUREAU OF TELECOMMUNICATIONS

Sec. 17. The Bureau, in assuming the role of a public utility agency shall confine its operational functions to providing telecommunications facilities, including telephone systems, for government offices providing communications services for purposes of augmenting limited or inadequate existing similar private communication



services; extending communications in areas where no such services are available; and to assist the private sector engaged in telecommunication services by providing and maintaining backbone telecommunication networks.

Eventually, when the private sector can fully absorb the entire telecommunications operations, the Bureau shall gradually phase out of direct telecommunications operations, except for telephone systems limited to government offices, and shall only retain the functions of policy-making, planning and project feasibility analysis, and maintenance of backbone networks.

The Bureau shall be headed by a Director who shall be assisted by one Assistant Director.

Sec. 17.1. The Bureau shall be composed of the following divisions: (a) Administrative Division; (b) Financial and Management Division; (c) Planning Division; and (d) Operations Division.

#### Functions of the Administrative Division

Sec. 17.2. The Administrative Division shall be responsible for undertaking activities relative to personnel, information, records, legal, and general services and other related supportive services. It shall have a Personnel Section, Legal Section, Information Section, and General Services Section, with the following functions;

#### **[Organization Chart 12. Bureau of Telecommunications]**

##### **( 1) Personnel Section**

- a. Advice management on personnel policy and administration;
- b. Develop and administer a continuing personnel program on Recruitment, selection and placement, promotions, classification and pay standards, career development, performance rating, employee relations and welfare services;
- c. Act on all matters concerning attendance, leave of absence, appointments, promotions, transfers, retirements, and other personnel transactions requiring the approval of the Central Office;
- d. Conduct training programs and exercise supervision over the activities of the Telecommunications Training Institute;
- e. Provide medical and dental services to Bureau personnel pursuant to the provision of R.A. 1054;
- f. Maintain personnel records and statistics; and
- g. Perform such other functions as may be provided by law.

##### **(2) Legal Section**

- a. Provide legal advice to the Director, the Assistant Director, and other officials of the Bureau;
- b. Interpret laws and rules affecting the operation of the Bureau;
- c. Prepare contracts and legal instruments;
- d. Conduct administrative investigation on assigned cases; review findings and recommend and/or act on field cases that may be assigned by authorized Bureau and/or department officials;

e. Assist in the preparation and/or promulgation of legal and/or administrative issuances affecting the services or the personnel of the Bureau;

f« Assist in the preparation of comments on proposed legislations and other executive issuances including ratifications of convention papers that may be desired by higher offices or referred to the Bureau for appropriate action;

g. Assist the Solicitor General in court litigations in which the Bureau is involved; and

h. Perform such other functions as may be provided by law.

(3) Information Section

a. Develop programs to have the policies, plans and activities of the Bureau properly understood by the public;

b. Render public assistance to those transacting business with the Bureau requiring immediate attention;

c. Produce and disseminate media materials to implement the information program of the Bureau;

d. Maintain an effective liaison and coordination work with other press relation offices particularly the Information Division of the Department and the Department of Public Information; and

e. Perform such other functions as may be provided by law.

(4) General Services Section

a. Provide policy guidance on the maintenance and disposition of records and on the procurement and storage of supplies in accordance with government prescribed standards;

b. File and maintain necessary records and establish a records disposition program for the bureau;

c. Provide mail, transportation, custodial, and general utility services for the bureau;

d. Procure, store and distribute supplies and equipment of the bureau, and conduct periodic inventories of the same;

e. Provide and coordinate messengerial, duplicating and typing pool services;

f. Receive, collect and deposit cash, prepare payrolls and process vouchers for payment of the bureau's obligations; and

g. Perform such other functions as may be provided by law.

Functions of the Financial and Management Division

Sec. 17.3. The Financial and Management Division shall be responsible for operational budgeting, accounting and management improvement and financial reporting. It shall have a Budget Section, Accounting Section and Management Section with the following functions, among others:

(1) Budget Section

a. Advise the Director on budgetary matters;

b. Coordinate and integrate divisional budget requirements into the annual budget requests and make comprehensive review of all requests of allotments by the different offices of the

Bureau;

c. Maintain systematic financial control on allotment of the bureau and analyze and interpret financial transactions and status for fiscal management;

d. Take charge of the repayments of domestic and foreign loans according to schedule of payments; and

e. Perform such other functions as may be provided by law.

(2) Accounting Section

a. Advise management on financial matters;

b. Prepare and submit financial reports to management and other government departments and agencies authorized to receive such reports;

c. Maintain basic and subsidiary accounting records and books of accounts to reflect accurate and current financial information required by existing auditing rules and regulations and by management;

d. Certify to the availability of funds, obligate funds, and issue Treasury Warrants to liquidate obligations;

e. Process requisitions, vouchers and reports of collections and disbursements;

f. Prepare billings of debtors of the bureau including those of the GTS; and

g. Perform such other functions as may be provided by law

(3) Management Section

a. Develop plan and program objectives relative to management improvements in the bureau

b. Examine the administrative organization of the bureau and make recommendations for improvement;

c. Maintain and update the bureau's organization and other manuals;

d. Undertake regular management surveys of organizational structure, manpower, and operations; study special problems as assigned; review existing methods, procedures and systems; and make recommendations for improvement;;

e. Develop new and improved management system; exercise staff supervision over the implementation of such improvements; and provide training in the use of the system;

f. Develop staffing; standards and manpower requirements for the bureau;

g. Review internal control systems for safeguarding money and property to ascertain weaknesses and deficiencies requiring corrections; and

h. Perform such other functions as may be provided by law.

### Functions of the Planning Division

Sec. 17.4. The Planning Division shall be responsible for the planning of communications improvement and expansion on a nationwide level in terms of facilities, equipment and personnel; and gathering data and statistics and making forecasts, plans and procedures for the development and improvement of telecommunications network and facilities. It shall have a Planning and Programming Section, a Project Establishment and Evaluation Section, and a Research and Statistics Section with the following functions, among others:

#### (1) Planning and Programming Section

- a. Plan and design radio transmission systems for the nationwide network, major, switching centers (telephone, telegraph and telex), power plants and electrical systems and all other related facilities for the major stations of the Bureau;
- b. Prepare basic policies and guidelines for the preparation of the Bureau's budget and coordinate with the Budget Section in the preparation of the same;
- c. Prepare criteria for determining priorities for proposed projects and accordingly select capital projects for funding and execution including appropriate financing schemes;
- d. Maintain liaison with the Department Planning Service and other appropriate economic or planning bodies as may be required; and
- e. Perform such other functions as may be provided by law.

#### (2) Project Execution and Evaluation Section

- a. Responsible for the implementation and coordination of telecommunications projects programmed and planned by the Planning and Programming Section including installation and construction of other telecommunications facilities;
- b. Prepare all specifications for equipment, facilities and accessories needed in prosecuting the projects;
- c. Evaluate the progress of projects undertaken by the Bureau including the nationwide telecommunications expansion and improvement project by ITT Philippines;
- d. Conduct acceptance tests of projects turned over by contractors; and
- e. Perform such other functions as may be provided by law.

#### (3) Research and Statistics Section

- a. Compile, analyze and integrate statistical data, including operational statistics;
- b. Assist in the formulation of policy proposals, and general economic guidelines;
- c. Develop traffic load projections, forecasts, and prepare recommendations for use of the Planning and Programming Section;
- d. Undertake continuing analysis of economic conditions and trends relating to the sectoral area in which the Bureau is concerned;

- e. Provide, operate and maintain the electronic data processing machines (EDPM) to achieve optimum utilization of the center facilities as a tool of management;
- f. Provide and supply technical and mechanical assistance covering problems of applications and programming activities received from the Chiefs of the various functional divisions of the bureau in connection with the use and operation of IBM 1130 Computing System to include its peripheral equipment; and
- g. Perform such other functions as may be provided by law.

#### Functions of the Operations Division

Sec. 17.5. The Operations Division shall be responsible for the operation of the Bureau's long lines communications facilities and international and domestic toll switching centers in Manila; supervising interregional telecommunications traffic routing; operating existing government telephone system; and maintaining equipment and operations monitoring centers. It shall have a Long Lines Section, Government Telephone System, Domestic and Overseas Switching Section, Operations Monitoring Section, Equipment Repair Section with the following functions:

##### (1) Long Lines Section

a. Operate and maintain the nationwide long distance communications facilities (Backbone Network) of the Bureau consisting of VHF, UHF, Microwave and Troposcatter links and stations including all associated radio and multiplex equipment, power plants, antenna system and other allied equipment employed therewith up to the point of signaconversion from carrier to audits frequency or D.C. (for telegraph) signal for the terminal of the distribution network.

Specifically, its responsibility begins and/ or ends at the distribution frame or terminal block which is nearest to the audio D.G. input of the multiplex equipment;

- b. Promulgate operating instructions and procedures and maintenance guides for the proper care and operation of all long lines facilities or equipment;
- c. Give recommendations for the expansion or improvement of the long lines facilities;
- d. Coordinate with the Project Execution and Evaluation Section in the acceptance tests of new long lines systems or equipment; and
- e. Perform such other functions as may be provided by law.

##### (2) Government Telephone System

a. Responsible for the operation of the existing government telephone system of the Bureau, including those for government offices throughout the Greater Manila Area.

Such functions shall include the negotiation and tying up of communication facilities with public and private agencies;

- b. Attend to the repair and maintenance of telephone central offices, branch exchanges (PABX), underground and aerial cables and line network, teletype, broadcast and private lines;
- c. Compile and evaluate data on maintenance and operation of the whole system for reference and guidance in the preparation and submission of proposals towards the improvement and/or expansion of existing facilities;

- d. Process telephone applications and installation of subscriber's stations;
- e. Secure the licenses and permits needed for the excavations, road right-of-way, and similar requirements for the repair to be undertaken as required by other government offices; and
- f. Perform such other functions as may be provided by law.

(3) Domestic and Overseas Switching Section

- a. Responsible for the maintenance and operation of all telegraph, telephone and telex switching facilities in Manila (National Communication Center) for domestic and overseas service;
- b. Handle the interchange of all telegraph and telephone traffic coming from and destined to all the various points through the national telecommunications network under the control of the Bureau or where Bureau facilities have access as well as those coming from or destined to overseas points through interconnecting links with international carriers;
- c. Handle and dispose telephone and telegraph traffic originating from and destined to Manila; and
- d. Perform such other functions as may be provided by law.

(4) Operations Monitoring Section

- a. Responsible for the operation of a coordinating center for all Regional Offices and stations monitoring system for data and information on communications channel interruptions for dissemination to all telecommunications stations and offices for their guidance on their day to day operation;
- b. Gather, compile and disseminate allied operational information such as weather conditions, typhoons, natural disturbances and other factors affecting communications system operations;
- c. Make briefings of existing facilities and their status to the Bureau staff, other agencies and the public whenever necessary; and
- d. Perform such other functions as may be provided by law.

(5) Equipment Repair Section

- a. Responsible for the repair and maintenance of all motor vehicles and the operation of a Motor Pool;
- b. Attend to the repairs of all telecommunications equipment sent to its shops such as radio, telegraph and telephone equipment and accessories, power plants, motors, generators, transformers, radio crystals, office equipment and appliances of the Bureau; and
- c. Perform such other functions as may be provided by law.

## FUNCTIONS OF THE REGIONAL OFFICES

Sec. 17.6. The Bureau shall have eleven regional offices with their respective boundaries and jurisdiction to conform with the eleven administrative regions provided for under Article I, Chapter III, Part II of the Plan.

The Telecommunications Regional Office shall be I responsible for the overall supervision and control over telecommunications operations and activities of the Bureau within its jurisdiction. It shall have the following functions, among others:

- a. Direct, coordinate and supervise the operations and activities of the district offices under it;
- b. Act and decide, through delegated authority, on contracts, administrative and legal cases, requisitions, appointments and other matters affecting the regional office itself and the district offices under it;
- c. Implement laws, policies, plans, programs, rules and regulations of the Department and the Bureau in the regional area;

**[Organization Chart 13. Telecommunications Regional Office]**

**[Organization Chart 14. Telecommunications District Office]**

- d. Coordinate with the regional offices of the Bureaus under the Department and other departments as well as with local government units in the area; and
- e. Perform such other functions as may be provided by law.

**FUNCTIONS OF THE DISTRICT OFFICES**

Sec. 17.7 The Bureau shall have district offices, the number and locations of which shall be determined on the basis of necessity and effectiveness of the service It shall have the following functions:

- a. Install and construct improvement and expansion of all telecommunications facilities in their respective districts;
- b. Operate, repair and maintain all telecommunications facilities and services within the district;
- c. Maintain economical, efficient, and effective services relating to all administrative functions; and
- d. Perform such other functions as may be provided by law.

**FUNCTIONS OF THE RADIO CONTROL OFFICE**

Sec. 18. The Radio Control Office shall assume the functions relative to the supervision and enforcement of policies, rules and regulations involving telecommunications which shall include the following:

1. Supervise and inspect the operations of radio stations and telecommunications facilities;

**[Organization Chart 15. Radio Control Office]**

2. Undertake the examination and licensing of radio operators;
3. Undertake the registration of radio transmitters and transceivers;
4. Upon authority of the Board of Communications, conduct hearings and issue licenses for the operation of public communications facilities and supervise the enforcement of regulations pertaining to such operations through its field offices;

5. Administer and enforce rules, regulation, standards, and specifications in all cases related to the issued Certificates of Public Convenience that may be established, fixed and/or prescribed by the Board of Communications; and

6. Perform such other functions as may be provided by law.

The Office shall be headed by a Director who shall be assisted by one Assistant Director.

Sec. 18.1. The Radio Control Office shall be composed of the following Divisions: Planning Division, Financial and Management Division, Administrative Division and Regulations Division.

#### Functions of the Planning Division

Sec 18.2. The Planning Division shall be responsible for undertaking studies on telegraph and telephone rates, including standards of services and operating procedures, and conducting technical studies and developing standards for the regulations and licensing of radio and television broadcasting systems, stations, operators and equipment. It shall have a Planning Section and a Research and Statistics Section with the following functions, among others:

##### (1) Planning Section

a. Develop standards for the regulation and licensing of radio and television broadcasting stations, operators and equipment;

b. Conduct studies on telegraph and telephone rates including the development of standards for telecommunications services and operations; and

c. Perform such other functions as may be provided by law.

##### (2) Research and Statistics Section

a. Compile, analyze and integrate statistical data, including operational statistics;

b. Assist in the development of standards for the regulations and licensing of telecommunication operations;

c. Develop projections or forecasts and prepare reports based on conducted research; and

d. Perform such other functions as may be provided by law.

#### Functions of the Financial and Management Division

Sec. 18.3. The Financial and Management Division shall be responsible for operational budgeting, accounting, management improvement and financial reporting. It shall have a Budget Section, an Accounting Section and a Management Section, with the following functions, among others:

##### (1) Budget Section

a. Develop plans and programs relating to the financial and budgetary requirements in carrying out the work programs and projects of the Office;

b. Attend to the technical preparation of the annual budget estimates and special or supplemental budgets of the office including financial work plans;



- c. Take charge of budgetary execution, control, and reporting;
- d. Prepare and submit monthly reports of operations and income;
- e. Maintain liaison work and coordinate with other agencies on all budgetary and fiscal matters affecting the Office; and
- f. Perform such other functions as may be provided by law.

(2) Accounting Section

- a. Process payrolls, vouchers, requisitions, and reports of collections and disbursements;
- b. Handle disbursements and collections, keep the books of accounts for all such disbursements and collections of the Office together with corresponding supporting documents or papers and maintain a bank checking account for collection deposits;
- c. Certify to the availability of funds, obligate funds and issue treasury warrants for payment of claims;
- d. Maintain basic and subsidiary accounting records and books of accounts reflecting accurate and up-to-date financial information required by existing rules and regulations, and maintain proper recording of all payments, deductions and remittances made, including the preparation and submission of accounting reports to the proper agencies or authorities; and
- e. Perform such other functions as may be provided by law.

(3) Management Section

- a. Study and develop plans and program objectives relative to management improvement in the Office;
- b. Conduct management survey and organizational analysis and maintain up-dated organization and functional charts;
- c. Introduce work simplification techniques, controls and procedures in the Office;
- d. Gather and compile statistics of various nature affecting the operation of the Office; and
- e. Perform such other functions as may be provided by law.

Functions of the Administrative Division

Sec. 18.4. The Administrative Division shall be responsible for undertaking activities relative to personnel, information, records, legal and general services and other related supportive services. It shall have a Personnel Section, a Legal Section, an Information Section and a General Services Section, with the following functions, among others:

(1) Personnel Section

- a. Keep and maintain plantilla of personnel, performance rating reports, time records and other related personnel records;

b. Attend to matters concerning attendance, leaves of absences, appointment, promotions, transfers, retirements, selection and placement, classification and pay, career and employee development, employee relations and welfare services, complaints and grievance and training programs; and

c. Perform such other functions as may be provided by law.

(2) Legal Section

a. Provide legal advice to the Director and Assistant Director and to field offices;

b. Interpret laws and rules affecting the operation of the Office;

c. Conduct administrative investigations, including the review of administrative charges against employees of the Office;

d. Take action on reports of violations of existing communications laws, rules and regulations;

e. Provide assistance to the office of the Solicitor-General in the prosecution of cases involving violations of communications laws, rules and regulations; and

f. Perform such other functions as may be provided by law.

(3) Information Section

a. Develop programs to have the policies, plans and activities of the office properly understood by the public;

b., Present and disseminate media materials to implement the information program of the Office;

c. Coordinate with the Public Information Division of the Department and the Department of Public Information; and

d. Perform such other functions as may be provided by law.

(4) General Services Section

a. Attend to procurement and storage and take custody of supplies, materials, furniture and equipment and keep and maintain inventory lists thereof;

b. Provide janitorial, security and general utility services for the Office including the maintenance of vehicles;

c. Control incoming and outgoing official papers or records including the proper recording and card indexing thereof;

d. Attend to messengerial work, the mailing and delivering of outgoing correspondence or papers and the taking delivery of mails from the postal service;

e. Take custody of all records and maintain an orderly and systematic keeping thereof;

f. Receive, collect and deposit cash, prepare payrolls and process vouchers for payment of Office obligations; and

g. Perform such other functions as may be provided by law.

### Functions of the Regulations Division

Sec. 18.5. The Regulations Division shall be responsible for the technical supervision of enforcement and licensing activities by the field offices of the Office. It shall have a Registration and Licensing Section and a Monitoring and Evaluation Section, with the following functions, among others;

#### (1) Registration and Licensing Section

- a. Process applications for permits to possess, own, transfer, purchase, sell and construct or manufacture radio transmitters and transceivers and prepare the pending permits therefore
- b. Process applications for radio operator examinations as well as for licenses and prepare the corresponding license therefor;
- c. Keep and maintain an up-to-date list of permits issued for the registration of radio transmitters and transceivers as well as examinees and licenses including the proper carding thereof; and
- d. Perform such other functions as may be provided by law.

#### (2) Monitoring and Evaluation Section

- a. Monitor the progress of the implementation and execution of office programs and projects by the field offices and submit periodic status reports thereon;
- b. Evaluate performance against plans, programs, schedules, standards, and specifications;
- c. Determine operational problems and bottlenecks and recommend solutions therefor; and
- d. Perform such other functions as may be provided by law.

### FUNCTIONS OF THE FIELD OFFICES

Sec. 18.6. The Radio Control Office shall have field offices, the number and location of which shall be determined on the basis of necessity and effectiveness of the service. Each field office shall have the following functions:

- a. Regulate telecommunications facilities and services including radio and television broadcasting activities within the area;
- b. Determine telecommunications service requirements of the area and submit recommendations to the Director;
- c. Collect, consolidate and update data and statistics on communications within the area;
- d. Upon authority of the Board of Communications, conduct hearings and issue licenses for the operation of public communications facilities and supervise the enforcement of regulations pertaining to such operations; and
- e. Perform such other functions as may be provided by law.

### WATER RESOURCES COMMITTEE

Sec. 19. The Irrigation and Water Resources Committee which is renamed Water Resources Committee, is hereby retained in the Department; Provided. That the President of the Philippines may, by order, reconstitute the membership thereof whenever necessary,

### Functions of the Water Resources Committee

Sec.19.1. The Water Resources Committee shall have the following functions:

- a. Conduct studies and gather data on all water resources, water supply, irrigation, power and other purposes and to coordinate data gathering by other agencies so as to include analysis of such data for use in water resources development projects;
- b. Prepare, formulate and develop guidelines for long-range planning, a Master Plan for a nationwide irrigation development and cooperation and coordination of agencies involved in water resources development;
- c. Study the feasibility of establishing a Special Fund for water resources development; and
- d. Perform such other functions as may be provided by law.

The Water Resources Division, of the Bureau of Public Works shall provide the necessary secretariat and technical services of the Committee.

### GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS AND AUTHORITIES ATTACHED TO THE DEPARTMENT OF PUBLIC WORKS, TRANSPORTATION AND COMMUNICATIONS

Sec. 20. The following agencies are attached to the Department: (a) Central Luzon-Cagayan Valley Authority; (b) Cavite Electricity Distributing Authority; (c) Cagayan de Oro Port Authority; (d) San Fernando Port Authority; and (e) National Irrigation Administration.

The relationship between the Department and these agencies and the extent of authority of the former over said agencies shall be as prescribed under the provisions of Articles I and III, Part XI of the Plan.

Sec. 21. Pending the establishment of the regional development councils pursuant to Part VII of the Plan, the Presidential Advisory Council on Public Works and Community Development is transferred to the National Economic Development Authority.

### TRANSITORY MEASURES

Sec. 22. In conformity with the foregoing organization and functional statements, you are hereby directed to prepare with the assistance of the Budget Commission, the Civil Service Commission, and the Presidential Commission on Reorganization and submit within ninety days from the promulgation of Presidential Decree No. 1 for the approval of the President supplementary details relative to the Staffing Pattern for the Department, The Staffing Pattern that shall be developed for purposes of this installation shall, insofar as practicable, be in accordance with the criteria specified in Paragraph 5, Article If Chapter I, Part XXIII on General Provisions of the Plan

See 23. Upon the approval of the Staffing Pattern referred to above, appointments will be made of the personnel to fill the positions authorized in the said Staffing Pattern.

Sec. 24. All appointments to the position that shall be authorized under the Staffing Pattern referred to above shall, in general, be in accordance with the merit requirements of the Civil Service law and rules and duly approved qualification standards for each positions Provided, That in the case of new position titles, qualification standards therefor shall be developed by the Department, subject to approval by the President upon recommendation of the Civil Service Commission: Provided, further, That consideration for employment of persons other than those of the agencies and offices affected by this implementation shall be made only after the personnel of such reorganized entities shall have been considered: Provided, finally, That personnel actions which need to foe taken as a result of

the establishment of the said Staffing Pattern, shall be in accordance with applicable Civil Service law and rules, and the pertinent provisions of Part XXIII on General Provisions of the Plan.

Sec. 25. No original appointments to positions, except confidential positions, in the Staffing Pattern shall be made until all qualified employees in the agencies affected shall have been absorbed to appropriate positions available. You shall furnish the Civil Service Commission a certified list of all employees separated as a result of the implementation of the organization of the Department together with a justification for their separation.

Sec. 26. The position titles that shall be used in the Staffing Pattern shall be tentative for purposes of initial appointments to positions provided therein. The position titles shall be subject to final determination and allocation to appropriate classes and salary ranges by WAPCO upon conduct of the usual audit of the duties and responsibilities assigned to the positions,

Sec. 27. All initial appointments to positions in the Staffing Pattern shall be at the authorized or actual salaries of the incumbents appointed to the positions, whichever is higher. In the reallocation of appropriations authorized to be made under Section 30 of this Letter of Implementation, an adequate lump-sum amount shall be provided to take of all where the actual salary of the appointee is more than the rate authorized,

Sec. 28. Salary increases as may result from appointments to positions in the Staffing Pattern to be proposed shall be effective only after final determination and allocation of said positions by the WAPCO pursuant to Section 26 of this Letter of Implementation

Sec. 29. The selection and initial appointment of personnel for positions in the Staffing Pattern shall be made with the assistance of a committee composed of a representative each of the Department proper, Civil Service Commission, and Budget Commissions: Provided, That in the consideration of personnel to fill positions authorized for the bureaus or comparable units in the Department, a representative of the bureau or comparable unit involved shall sit and participate in the deliberations of the Committee.

#### REALLOCATION OF APPROPRIATIONS

Sec. 30. You are likewise directed to cause the preparation, in collaboration with the Budget Commission, of the details of the Reallocation of Appropriations necessary to put into effect the implementation as prescribed by this Letter of Implementation in accordance with Paragraph 4, Article I, Chapter I, Part XXIII of the Plan

#### TIMING OF ADMINISTRATIVE ACTIONS

Sec. 31. You are hereby directed to effect the orderly scheduling of transfers, changes and other transitional actions required by the Plan and this Letter of Implementation: Provided, That all such actions shall be completed within the period prescribed in Paragraph 14, Article I, Chapter I, Part XXIII of the Plan reckoned from the date of issuance of Presidential Decree No. 1. In the interim, each entity affected shall continue to perform its functions until such time as you shall order change or cessation and each officer and employee shall continue to perform his duties and to exercise his authority until such time as you order otherwise but not beyond the termination of the transition period prescribed above,

Sec. 32. In the process of the final selection of personnel to fit the positions in the Staffing Pattern mentioned above, you are authorized to make the necessary changes in the personnel structure of the Department subject to the approval of the Office of the President, to correct inequities that in your opinion may have resulted from the preparation thereof: Provided, That any adjustment or adjustments that shall be made pursuant hereto shall not result in an increase in the total appropriations for personal services authorized for the Department,

Sec. 33. You are hereby finally directed to note and call the attention of the President to such provisions of Part X of the Plan or portions thereof which are inoperable under present conditions in view of the Proclamation Order No. 1081 dated September 21, 1972 and which should be suspended until such time as their activation shall be possible.

Done in the City of Manila, this 1st day of November in the year of Our Lord, nineteen hundred and seventy-two.

(Sgd.) FERDINAND E. MARCOS  
President  
Republic of the Philippines

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1972). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 12**

RELATIVE TO THE DEPARTMENT OF PUBLIC INFORMATION

TO:	
	The Secretary
	Department of Public Information
	Manila

Pursuant to Presidential Decree No. 1 dated September 24, 1972, Reorganizing the Executive Branch of the National Government, you are hereby directed to implement the establishment of the Department of Public Information as follows:

OBJECTIVES OF THE DEPARTMENT OF  
PUBLIC INFORMATION

Section 1. The Department of Public Information, hereinafter referred to as the "Department," shall be primarily responsible for the conduct of an overall and integrated information program for the Government and to render such program a relevant and effective instrument of development consistent with national interests and goals for the accelerated social and economic development of the nation.

Sec. 2. The Department shall have the following objectives, among others:

1. To bring the Government closer to the people, and to instill in them trust, confidence, and pride in the Government by informing and maintaining dialogue with them, among others, on:

(a) the policies, plans, activities, and accomplishments of the Government;

(b) the public problems and the manner in which the problems are being considered and solved:

(c) the general progress of Philippine economic and social conditions, including the foreign relations of the Philippines, as well as the culture of the people; and

(d) the developments and all such news, within the country or outside, as may be of general interest to the people or may affect their welfare.

2. To foster a sense of national identity and unity, and to promote the prestige and national interest of the Philippines abroad through the dissemination of information concerning its political, economic, social, and cultural conditions and activities;

3. To stimulate public interest, opinion, and participation in order to achieve changes in line with the requirements of Government, and to explain in depth and with the widest possible coverage the policies and programs of Government in order to ensure maximum understanding, acceptance, and active support by the public; and

4. To prepare and distribute through the various media of mass communications, information materials such as press release, handbills, folders, pamphlets, posters, and other publications in support of the rural, economic, and various development programs of the Government.

## ORGANIZATION OF THE DEPARTMENT OF PUBLIC INFORMATION

Sec. 3. The organization and functions of the Department shall be in accordance with the provisions and details contained in this Letter of Implementation.

Sec. 4. The organization of the Department, as graphically depicted in the following organization chart, shall consist of the Department proper composed of the Office of the Secretary, the Planning Service, the Financial and Management Service, the Administrative Service, and the Technical Service; the Bureau of Standards for Mass Media; the Bureau of National and Foreign Information; the Media Production Center; the Bureau of Broadcasts; and "such number of Regional Offices as the exigencies of the Government information program may require.

## RELATIONSHIPS BETWEEN THE DEPARTMENT PROPER, BUREAUS, AND REGIONAL OFFICES

Sec. 5. The Office of the Secretary shall exercise direct supervision and control over the bureaus and regional offices.

Sec. 6. The bureaus of the Department shall perform policy and program development and advisory functions for the Department, and where practicable, directly implement programs adopted within the context of Department policies and plans. They shall be primarily involved in the development of plans and programs concerning their areas of specialization and function and shall likewise develop related policies, guidelines, and standards necessary in guiding the regional offices in the proper implementation of such plans and programs. When necessary and as a means of assisting the Department proper in delineating the methods and plans of operation at the field level, they shall maintain communication and contact with the regional offices for the purpose of updating established plans and programs, and determining problems arising therefrom.

The bureaus of the Department shall have, whenever necessary, staff personnel to perform

### **[Diagram I – Organization Chart – Department of Public Information]**

planning or legal services in the Office of the Bureau Director.

Sec. 7. The regional offices shall constitute the operating arms of the Department with responsibility for directly implementing the plans and programs drawn up by the bureaus and assigned by the Department Secretary in accordance with duly adopted policies, standards, and guidelines. They shall be organized as miniature counterparts of the Department in the region and shall be vested with sufficient authority to undertake departmental operations within their respective jurisdictions. In the exercise of such authority they shall be directly responsible to the Secretary and shall receive proper technical guidance from the bureaus. In cases, however, where the Department function or activity transcends regional boundaries and requires central or inter-regional action, said function may be performed under the direct supervision and control of the Department proper or the appropriate bureau as the case may be.

## FUNCTIONAL STATEMENTS OF THE DEPARTMENT OF PUBLIC INFORMATION

Sec. 8. The Department shall perform the following functions among others:

1. Conduct an aggressive and comprehensive information program for the Government;
2. Coordinate and integrate all the informational activities of the various Government departments and agencies;
3. Inform the public on the policies, plans, activities, and accomplishments of the Government;



4. Serve as a general source of information about the Government which can be made readily available to interested parties;.
5. Promote the national interest of the Philippines abroad through the dissemination of appropriate information;
6. Formulate standards and guidelines, including measures of supervision and control, for the production and dissemination of information about the Government and its activities;
7. Establish a system of liaison and cooperation with the private sector for the production and dissemination of Government information literature;
8. Conduct research and evaluate the effectiveness of Government information programs;
9. Build, operate, and maintain broadcasting and telecasting systems and networks as well as printing facilities and other equipment or structures necessary in the conduct of the Government information program;
10. Provide technical assistance to Government agencies in the preparation, production, and utilization of mass media materials;
11. Conduct training programs for Government information personnel;
12. Coordinate and assist in the development of measures to improve the quality of Philippine journalism in order to attain conformity with high civic and moral standards of responsibility to the people and society, as well as with accepted norms of conduct and ethics for the profession;
13. Provide and distribute mass media materials in support of the various development programs of the Government;
14. Enter into agreements or contracts with persons or corporate entities for the provision of services needed by the Department in the performance of its functions; and
15. Perform such other functions as may be provided by law or as may be assigned by the President.

Sec. 9. The Office of the Secretary shall consist of the Secretary of Public Information, the Undersecretary of Public Information, and the personnel in their immediate office. It shall be responsible for the adoption and promulgation of rules and regulations necessary to carry out departmental policies and for exercising direct supervision and control over the bureaus and offices of the Department.

There shall be in the Office of the Secretary, a Presidential Press Staff which shall be under the direct supervision of the Secretary, to assist him in the performance of his function as the Presidential Spokesman. It shall attend to the information needs of the President to facilitate his communications with the people. It shall perform the following functions, among others:

1. Assist in providing daily news briefs for the President;
2. Prepare and issue press releases, speeches, statements or messages;
3. Compile Presidential statements, speeches, and messages;
4. Establish liaison with representatives of domestic and foreign press;
5. Make arrangements for Presidential press conferences;

6. Maintain a system of Palace accreditation or photographers and reporters;
7. Prepare features on Presidential plans and activities;
8. Maintain in coordination with the Presidential secretary, a long range calendar on dates and events which may require Presidential statement or his presence; and
9. Perform such other functions as may be assigned by the Secretary.

There shall also be in the Office of the Secretary one or more legal assistants as may be necessary which shall provide legal advice; interpret laws, rules, provisions of contracts; prepare contracts; instruments; and perform other related legal functions which affect the Department.

#### Functions of the Secretary

Sec. 9.1. The functions of the Secretary shall be as follows:

1. Act as the Presidential Spokesman and attend to the information needs of the President;
2. Advise the President in the promulgation of executive orders, regulations or decrees relative to matters under the jurisdiction of the Department;
3. Assume full responsibility for the accomplishment of the Department's objectives and operations;
4. Establish the policies and standards for the operation of the Department pursuant to the President's program of Government;
5. Promulgate rules and regulations necessary to implement Department objectives, policies and functions;
6. Exercise direct supervision and control over all bureaus and offices under the Department;
7. Delegate authority for the performance of any function to officers and employees under his direction; and
8. Perform such other functions as may be provided by law or as may be assigned by the president.

#### Functions of the Undersecretary

Sec. 9.2. The functions of the Undersecretary shall be as follows:

1. Advise and assist the Secretary in the formulation and implementation of Department objectives and policies;
2. Oversee operational activities of the Department for which he shall be responsible to the Secretary;
3. Coordinate the program and projects of the Department, and be responsible for its economical, efficient, and effective administration;
4. Serve as deputy to the Secretary in all matters relating to the operations of the Department; and
5. Perform such other functions as may be provided by law or as may be directed by the Secretary.

Sec. 9.3. When the Secretary is unable to perform his duties owing to illness, absence, or other cause, or in case of vacancy in the office, the Undersecretary shall temporarily perform the functions of said office.

#### FUNCTIONS OF THE PLANNING SERVICE

Sec. 20. The Planning Service shall be responsible for providing the Department with economical, efficient, and effective services relating to planning and programming, project development and evaluation, and research and statistics. It shall perform the following functions, among others:

1. Formulate plans and programs for the Department as well as basic policies and guidelines for the preparation of the Department budget, and coordinate with the Budget Division in the preparation of the Department budget;
2. Formulate criteria for determining priorities for proposed projects including appropriate financing schemes;
3. Evaluate periodically performance reports, and undertake such re-programming as necessary in accordance with actual resources made available including the determination of cut-backs;
4. Initiate or provide support for the development of projects by the various bureaus and offices of the Department in accordance with approved priority areas;
5. Evaluate projects proposed by units of the Department according to technical and economic feasibility and prescribed standards and review the progress of projects under implementation against set standards, objectives, and schedules;
6. Compile, analyze, and integrate statistical data, including operational statistics and develop projections, forecasts, and reports and reviews' based on conducted research;
7. Undertake continuing analysis of condition and trends relating to the sectoral area in which the Department is concerned; and
8. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE FINANCIAL AND MANAGEMENT SERVICE

Sec.11. The Financial and Management Service shall be responsible for providing the Department with staff advice and assistance on budgetary, financial, and management improvement matters. It shall have a Budget Division, an Accounting Division, and a Management Division with corresponding duties and responsibilities as follows:

##### Functions of the Budget Division

Sec. 11.1. Budget Division shall perform the following functions, among others:

- a. Develop and improve budgetary methods, procedures, and justifications;
- b. Provide, subject to budgetary ceilings, fund estimates in support of the Department's operations, plans, and programs;
- c. Assist in the presentation of the Department's budgetary estimates before administrative and legislative bodies;
- d. Provide technical assistance to subordinate budget units in the application and utilization of budgetary methods and the budget system;

- e. Prepare annual financial work plans;
- f. Allocate in coordination with the Planning Service, available funds to programs on the basis of approved guidelines and priorities;
- g. Issue allotment advice in support of the fund requirement for the conduct of the operations under each program;
- h. Review performance reports to determine conformance with set standards;
- i. Prepare financial reports for management guidance and as required by higher authorities; and
- j. Perform such other functions as may be provided by law.

#### Functions of the Accounting Division

Sec. 11.2. The Accounting Division shall perform the following functions, among others:

- a. Provide advice on financial matters affecting the Department;
- b. Prepare financial reports for the use of the Department, and other Government departments and agencies authorized to receive such reports;
- c. Maintain basic and subsidiary accounting records and books of accounts to reflect accurate and current financial information required by existing auditing rules and regulations, and by the Department;
- d. Certify to the availability of funds, obligate funds, and issue Treasury Warrants to liquidate obligations;
- e. Process requisitions, vouchers, and reports of collections and disbursements;
- f. Prepare, billings to debtors of the Department; and
- g. Perform such other functions as may be provided by law.

#### Functions of the Management Division

Sec. 11.3. The Management Division shall perform the following functions, among others:

- a. Develop plan and program objectives relative to management' improvement in the Department;
- b. Examine the administrative organization of the Department and make recommendations for improvement;
- c. Maintain and update the department's organization and other manuals;
- d. Undertake regular management surveys of organizational structure, manpower, and operations; study specific problems as assigned; review existing methods, procedures, and systems; and make recommendations for improvement;
- e. Develop new and improved management systems; exercise staff or technical supervision over the implementation of such improvements; and provide training in the use of the systems;
- f. Develop staffing standards and manpower requirements for the Department

- g. Review internal control systems for safeguarding money and property to ascertain weaknesses and deficiencies requiring correction; and
- h. Perform such other functions as may be provided by law.

## FUNCTIONS OF THE ADMINISTRATIVE SERVICE

Sec. 12. The Administrative Service shall be responsible for providing the Department with economical, efficient, and effective services relating to personnel, records, supplies, equipment, collection, disbursements, security, and custodial work. It shall have a Personnel Division and a General Services Division with corresponding duties and responsibilities as follows:

### Functions of the Personnel Division

Sec. 12.1. The Personnel Division shall perform the following functions, among others:

- a. Provide advice on personnel policy and administration;
- b. Develop and administer a personnel program which shall include selection and placement, classification and pay, career and employee development, performance rating, employee relations and welfare services;
- c. Act on all matters concerning attendance, leaves of absence, appointments, promotions, transfers, and other personnel transactions;
- d. Conduct training programs in the Department;
- e. Provide medical services pursuant to the provisions of R.A. No. 1054;
- f. Maintain personnel records and statistics; and
- g. Perform such other functions as may be provided by law.

### Functions of the General Services Division

Sec. 12. 2. The General Services Division shall perform the following functions, among others:

- a. Provide policy guidance on the maintenance and disposition of records and on the procurement and storage of supplies in accordance with Government prescribed standards;
- b. File and maintain necessary records and establish a records disposition program for the Department;
- c. Provide mail, transportation security and custodial, and general utility services for the Department;
- d. Procure, store and distribute supplies and equipment of the Department, and conduct periodic inventories of the same;
- e. Provide and coordinate messengerial, duplicating, and typing pool services;
- f. Receive, collect and deposit cash, prepare payrolls, and process vouchers for payment of the Department's obligations; and

g. Perform such other functions as may be provided by-law.

#### FUNCTIONS OF THE TECHNICAL SERVICE

Sec. 13. The Technical Service shall be responsible for providing the Department with the development and implementation of a special information program. It shall perform the following functions, among others:

1. Develop and conduct a public information program that will call attention to and secure positive public acceptance and support of the activities and operations of the Government relative to eliminating subversive activities or similar threats to the national security;
2. Formulate guidelines and inform the public of actions and measures to take that would secure public support and participation in the Government's anti-subversion program;
3. Develop and implement a campaign to mold favorable public opinion and attitudes as well as generate support towards Government activities in furtherance of national security;
4. Initiate measures for the implementation of a program of conducting teach-ins, live-ins, mass actions, and meetings at the grassroots levels to acquaint the general public of measures to combat subversive activities;
5. Maintain liaison with civic, religious and professional organizations including educational institutions in order to secure their positive cooperation in fostering the ideals and moral precepts of the New Society;
6. Gather pertinent data and conduct research and studies including that which concerns public opinion and attitudes, towards strengthening and making more effective the campaign of the Government against dissident and subversive elements;
7. Coordinate its activities and information programs with appropriate Government departments and agencies concerned with maintaining national security, as well as with the various bureaus and units of the Department in the use of information facilities and the execution of its programs; and
8. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE BUREAU OF STANDARDS FOR MASS MEDIA

Sec.14. The Bureau of Standards for Mass Media shall be responsible for setting standards, guidelines, and criteria for the operations and activities of publicly or privately owned media; adopting measures of supervision and control to ensure that their operations conform with set standards and guidelines; and establishing a system of liaison and cooperation between the two sectors in the dissemination of information to the public.

The Bureau shall, whenever necessary, recommend to the Secretary the creation of panels or councils to be composed of representatives from the community private entities, as well as from appropriate Government departments and agencies to assist in its function of standard setting.

The Bureau shall have an Administrative Division, a Radio-TV Division, an Advertising and Promotions Division, a Press and Publications Division, and a Films Division, with corresponding duties and responsibilities as follows:

##### Functions of the Administrative Division

Sec. 14.1. The Administrative Division shall provide the Bureau with staff services relative to budgeting, accounting, management, personnel, and general services.

#### Functions of the Radio-TV Division

Sec. 14.2. The Radio-TV Division shall perform the functions of the Bureau which cover activities of all television channels and radio stations, including production outfits for canned radio and television materials, with, respect to news, features, education documentaries, and similar programs and shows produced for radio and television.

#### Functions of the Advertising and Promotions division

Sec. 14.3. The Advertising and Promotions Division shall perform the functions of the Bureau which cover advertising and public relations outfits, and promotion offices.

#### Functions of the Press and Publications Division

Sec. 14.5. The Press and Publications Division shall perform the functions of the Bureau which cover publishing houses, and printing plants and presses.

#### Functions of the Films Division

Sec. 14.5. The Films Division shall perform the functions of the Bureau which cover film organizations, film distributors, film production outfits, and film societies,

### **FUNCTIONS OF THE BUREAU OF NATIONAL AND FOREIGN INFORMATION**

Sec. 15. The Bureau of National and Foreign Information shall be responsible for the conduct of information programs abroad, and for the overall coordination and integration of the Government's information program. It shall serve the information needs of the Government at the department or agency level, set guidelines for the coordination of a government-wide information program and conduct training programs for information officers in the various Government departments and agencies.

The Bureau shall assume for the Department, responsibility or developing the broad policy of the Government for its information program, maintaining surveillance over the various departmental and agency information officers to assure a proper balance of information in the total program and in order to preclude possible misuse and abuse of their prerogatives, and providing technical advice and guidance to the various Government departments and agencies. The Bureau shall have an Administrative Division, a Foreign Information Division, a National Information Division, a News Service Division, a Training Division, and a Library with corresponding duties and responsibilities as follows:

#### Functions of the Administrative Division

Sec. 15.1. The Administrative Division shall provide the Bureau with staff services relative to budgeting, accounting, management, personnel, and general services.

#### Functions of the Foreign Information Division

Sec. 15.2. The Foreign Information Division shall be responsible for the conduct of the Government's information program abroad. It shall be primarily responsible for the provision of information services abroad and overseas distribution of information on the Philippines. It shall have representatives in foreign countries as may be necessary in the attainment of the objectives of the Department. These representatives shall be under the administrative supervision and control of the Chief of Mission where they are assigned subject to the provision of Paragraph 3, Article IV, Part XVIII of the Integrated Reorganization Plan, hereinafter referred to as the "Plan."

### Functions of the National Information Division

Sec. 15.3. The National Information Division shall be responsible for coordinating and Integrating the Government's information program being conducted at the department and agency level. It shall, through the public information officers assigned to the various departments and agencies, serve the information needs of the Government at the operating level, and promote harmony, closer rapport, and fuller interaction among public information officers. It shall strengthen the public information programs at the department and agency level through the formulation of policy guidelines as well as the setting up of a system of reporting and feedback. It shall serve as the central point of contact for all Government information officers and as the source of current information on governmental activities both from the aggregate and sectoral viewpoints. It shall cover three broad areas of governmental activities: economic development, general government, and social development. Economic development shall include activities on agriculture and natural resources, agrarian reform, investments and industry, trade and tourism, and public works, transportation and communications and of the various Government owned or controlled corporations. General government shall include activities on finance administration, foreign affairs, justice, national defense, and of the Office of the President as well as of the other branches of the Government. Social Development shall include activities on youth, education and culture, health, labor, social welfare, local government, cooperatives, and community development.

### Functions of the News Service Division

Sec. 15.4. The News Service Division shall be responsible for preparing and issuing Government publications and shall serve as receiving and distributing center of all mass media materials coming into the country.

### Functions of the Training Division

Sec. 15. 5. The Training Division shall be responsible for the formulation of a program of training and staff development for the information officers in the Government. It shall conduct, among others, study and discussion groups, seminars, lectures, practicum, in-service training, and field trips, as well as periodic evaluation of training programs. It shall coordinate with the Media Production Center particularly in seeking the assistance of its technical people who shall serve as guest lecturers and experts in the training programs relative to media preparation, production, and utilization.

### Functions of the Library

Sec. 15.6. The Library shall be responsible for serving as a general source of information about the Government which can be made readily available to the public and other interested parties. It shall collect, catalogue, and index the various information materials printed or otherwise, put out by the Department and the various bureaus and offices including the information officers under it; and establish liaison with other libraries public or private, within or from without the country, and with other general sources of information for purposes of exchange and enriching its own collections.

## FUNCTIONS OF THE MEDIA PRODUCTION CENTER

Sec. 16. The Media Production Center shall be responsible for the production and circulation or distribution of all mass media materials for the bureaus in the Department and depending on its capability, for other departments and agencies of the Government, as well as for serving as communications media consultant to other Government agencies by providing them with expertise, varied facilities, and services in the planning and implementation of their respective information programs. It shall perform its functions in close coordination with other bureaus of the Department particularly with the Bureau of National and Foreign Information and provide them with technical assistance and guidance on all aspects of mass media; preparation, production, utilization, and distribution. The Center shall have an Administrative Division, a Publications Division, a Movie Division, a Radio-TV Division, an Audio-Visual Division, a Graphic Arts Division, and a Circulation Division with corresponding duties and responsibilities as follows:



#### Functions of the Administrative Division

Sec. 16.1. The Administrative Division shall provide the Bureau with staff services relative to budgeting, accounting, management, personnel, and general services.

#### Functions of the Publications Division

Sec. 16.2. The Publications Division shall perform the follow functions, among others:

- a. Set technical standards for the production of printed materials;
- b. Extend technical assistance to other bureaus of the Department and other Government departments and agencies in the preparation and production of their printed information materials in support of their respective information programs;
- c. Produce and edit the publications of the News Service Division in the Bureau of National and Foreign Information as well as the Center's regular and special publications; and
- d. Perform such other functions as may be provided by law.

#### Functions of the Movie Division

Sec. 16.3. The Movie Division shall perform the following functions, among others:

- a. Set technical standards for the production of motion pictures;
- b. Extend technical assistance to other bureaus of the Department and other Government departments and agencies in the preparation and production of motion pictures in support of their respective information programs;
- c. Provide consultantship services to other Government agencies and provide them with varied facilities and services for motion picture production; and
- d. Perform such other functions as may be provided by law.

#### Functions of the Radio-TV Division

Sec. 16.4. The Radio-TV Division shall perform the following functions, among others:

- a. Set technical standards for the direction and production of radio and television programs;
- b. Coordinate with other agencies on matters regarding broadcasting and make available to them broadcasting and telecasting facilities;
- c. Publish radio bulletins for national and rural broadcasts;
- d. Produce TV stories and TV slides; and
- e. Perform such other functions as may be provided by law.

#### Functions of the Audio-Visual Division

Sec. 16.3. The Audio-Visual Division shall perform the following functions, among others:

- a. Provide technical assistance to Government departments and agencies which need audio-visual services and facilities for presenting photo exhibits including the showing of visual aids through the audio-visual vans, and provide public-address systems, slide projectors, tape recorders and other facilities;
- b. Plan and prepare programming schedules of motion picture showings through mobile audio-visual vans in the various parts of the country;
- c. Maintain close coordination with Government agencies on the local level for effective information dissemination through movies, film strips, and film slides; and
- d. Perform such other functions as may be provided by law.

#### Functions of the Graphic Arts Division

Sec. 16. 6. The Graphic Arts Division shall perform the following functions, among others:

- a. Take charge of creative presentation of ideas, execution of layouts of art work, and production of graphic visual aids in support of the Government information programs;
- b. Render technical assistance to other Government departments and agencies on the execution of designs, layout, and illustrations on their material for publication and other projects;
- c. Take charge of planning, design, and production of official prestige exhibits, displays, and dioramas for local and foreign use;
- d. Prepare silk-screen printing of such materials as posters, stickers, and decals, necessary in the information program; and
- e. Perform such other functions as may be provided by law.

#### Functions of the Circulation Division

Sec. 16.7. The Circulation Division shall perform the following functions, among others:

- a. Maintain a distribution system for mass media materials;
- b. Take charge of the distribution where practicable, of all mass media materials including printed materials, films, and canned radio programs;
- c. Maintain close coordination and liaison, and provide assistance to the other bureaus of the Department and other Government departments and agencies with regard to their distribution activities; and
- d. Perform such other functions as may be provided by law.

### FUNCTIONS OF THE BUREAU OF BROADCASTS

Sec. 17. The Bureau of Broadcasts shall be responsible for providing information through the facilities of radio and television. The Bureau shall have an Administrative Division, a Production Division, an Engineering Division, and a Network Division with corresponding duties and responsibilities as follows:

#### Functions of the Administrative Division

Sec. 17. 1. The Administrative Division shall provide the Bureau with staff services relative to budgeting, accounting, management, personnel, and general service.

#### Functions of the Production Division

Sec. 17. 2. The Production Division shall be responsible for the preparation of program content of all broadcast and telecast. It shall perform the following functions, among others:

- a. Provide public service, informational, cultural, and education programs for the masses;
- b. Broadcast live special events programs nationwide to inform the general public of the day to day Government Activities;
- c. Produce in close coordination with the Foreign Information Division in the Bureau of National and Foreign Information, programs for the foreign audiences for overseas broadcast that will present an interesting and inviting picture of the Philippines abroad through music, news, and culture programs and features;
- d. Keep and maintain all tapes, records, and other materials pertinent to broadcasts and telecasts for current use;
- e. Determine the class of airtime to be sold and the quality and quantity of programs to be produced;
- f. Schedule all local and foreign programming and airtime placement; and
- g. Perform such other functions as may be provided by law.

#### Functions of the Engineering Division

Sec. 17.3 The Engineering Division shall perform the following functions, among others:

- a. Take charge updating and improving the designs and specifications of various broadcast equipment and systems;
- b. Undertake the repair, construction and similar to jobs on all broadcast facilities in accordance with existing or modified plans and specifications;
- c. Take charge of the general operations of all broadcast facilities and take action to correct any fault in the transmittal signal;
- d. Undertake the technical operations and routine maintenance of all radio transmitters, and does preventive maintenance necessary to keep all the equipment in good operating condition;
- e. Take recording of programs and remote pick-up coverages for broadcast; and
- f. Perform such other functions as may be provided by law.

#### Functions of the Network Division

Sec. 17. 4. The Network Division shall perform the following functions, among others:

- a. Maintain a common broadcast and telecast service composed of national and all provincial networks in the strategic regions of the country
- b. Coordinate activities of all provincial networks serving as relay stations, with broadcasts of Manila stations which are of interest at the local level;
- c. Oversee and control the planning, supervision and implementation standards or regular programs in the broadcast operations of the entire network including programs of the TV and radio units in provincial stations;
- d. Traffic said programs in the general network operations and liaisons with the provincial stations;
- e. Keep the Department informed on the broadcast and information needs of provincial networks; and
- f. Perform such other functions as may be provided by law.

#### FUNCTIONS OF REGIONAL OFFICES

Sec. 18. The Department shall establish as many regional offices as are necessary consistent with the requirements of economy and efficiency: Provided, That they are established in accordance with the regional service pattern as prescribed in Paragraph 1, Article I, Chapter III, Part II of director who shall be assisted whenever necessary by an assistant regional director.

Sec. 18. 1. The regional offices shall function in accordance with Section 7 of this Letter of Implementation and shall have the following functions, among others:

- a. Implement laws, policies, plans, programs, rules and regulations of the Department in their areas of responsibility
- b. Provide economical, efficient, and effective service to the people in the area;
- c. Coordinate with and assist the regional offices and information officers of other departments and agencies in the area;
- d. Coordinate with the local government units in the area;
- e. Act as distribution centers or outlets and regional production centers of the Department; and
- f. Perform such other functions as may be provided by law.

Sec. 18. 2. The regional offices shall have such counterpart units as may be necessary, corresponding to the major functional areas of the bureaus and services in the Department.

#### TRANSITORY MEASURES

Sec. 19. The Public Information Office, the National Media Production Center, and the Philippine Broadcasting Service under the Office of the President are abolished and their functions, together with applicable appropriations, records, equipment, property, and such personnel as may be necessary are transferred to the Department.

Sec. 20. In conformity with the foregoing organization and functional statements, you are hereby directed to prepare with the assistance of the Budget Commission, the Civil Service Commission, and the Presidential Commission on Reorganization and submit within ninety days from the promulgation of Presidential Decree No.1 for the approval of the President supplementary details relative to the Staffing Pattern for the Department. The Staffing Pattern that

shall be developed for purposes of this installation shall, insofar as practicable, be in accordance with the criteria specified in Paragraph 5, Article I, Chapter I, Part XXIII on General Provisions of the Plan.

Sec. 21. Upon the approval of the Staffing Pattern referred to above, appointments will be made of the personnel to fill the positions authorized in the said Staffing Pattern.

Sec. 22. All appointments to the positions that shall be authorized under the Staffing Pattern referred to above shall, in general, be in accordance with the merit requirements of the Civil Service law and rules and duly approved qualification standards for each position: Provided, That in the case of new position titles, qualification standards therefor or shall be developed by the Department, subject to approval by the President upon recommendation of the Civil Service Commission: Provided, further, That consideration for employment of persons other than those of the agencies and offices affected by this implementation shall be made only after the personnel such reorganized entities shall have been considered: Provided, finally, That personnel actions which need to be taken as a result of these establishment of the said Staffing Pattern shall be in accordance with applicable Civil Service law and rules, and the pertinent provisions of Part XXIII on General Provisions of the Plan.

Sec. 23. No original appointments to positions, except confidential positions, in the Staffing Pattern shall be made until all qualified employees in the agencies affected shall have been absorbed to appropriate positions available. You shall furnish the Civil Service Commission a certified list of all employees separated as a result of the implementation of the organization of the Department together with a justification for their separation.

Sec. 24. The position titles that shall be used in the Staffing Pattern shall be tentative for purposes of initial appointments to positions provided therein. The position titles shall be subject to final determination and allocation to appropriate classes and salary ranges by WAPCO upon conduct of the usual audit of the duties and responsibilities assigned to the positions;

Sec. 25. All initial appointments to positions in the Staffing Pattern shall be at the authorized or actual salaries of the incumbents appointed to the positions, whichever is higher. In the reallocation of appropriations authorized to be made under Section 28 of this Letter of Implementation, an adequate lump-sum amount shall be provided to take care of all cases where the actual salary of the appointee is more than the rate authorized.

Sec. 26. Salary increases as may result from appointments to positions in the Staffing Pattern to be proposed shall be effective only after final determination and allocation of said positions by the WAPCO pursuant to Section 24 of this Letter of Implementation.

Sec. 27. The selection and initial appointment of personnel to positions in the Staffing Pattern shall be made with assistance of a Committee composed of a representative each of the Department proper, Civil Service Commission, and Budget Commission: Provided, That in the consideration of personnel to fill positions authorized for the bureaus or comparable units in the Department, a representative of the bureau or comparable unit involved shall sit and participate in the deliberation of the Committee.

#### REALLOCATION OF APPROPRIATIONS

Sec. 28. You are likewise directed to cause the preparation, in collaboration with the Budget Commission, of the details of the Reallocation of Appropriations necessary to put into effect the implementation as preserved by this Letter of Implementation in accordance with Paragraph 4, Article I, Chapter I, Part XXIII of the Plan.

#### TIMING OF ADMINISTRATIVE ACTIONS

Sec. 29. You are hereby directed to effect the orderly scheduling of transfers, changes and other transitional actions required by the Plan and this Letter of Implementation: Provided, That all such actions shall be completed within the period prescribed in Paragraph 14, Article I, Chapter I, Part XXIII of the Plan reckoned from the date of issuance of Presidential Decree No. 1. In the interim, each entity affected shall continue to perform its functions until such time

as you shall order change or cessation and each officer and employee shall continue to perform his duties and to exercise his authority until such time as you order otherwise but not beyond the termination of the transition period prescribed above.

Sec. 30. In the process of the final selection of personnel to fill the positions in the Staffing Pattern mentioned above, you are authorized to make the necessary changes in the personnel structure of the Department subject to the approval of the Office of the President, to correct inequities that in your opinion may have resulted from the preparation thereof: Provided, That any adjustment or adjustments that shall be pursuant hereto shall not result in an increase in the total appropriations for personal services authorized for the Department

Sec. 31. You are hereby directed to note and call the attention of tin President to such provisions of the Plan or portions thereof which are inoperable under present conditions in view of Proclamation Order No. 1081 *dated September 21, 1972* and which should be suspended until such time as their activation shall be possible.

Done in the City of Manila, this 1st day of November in the year of our Lord, nineteen hundred and seventy-two.

(SGD.) FERDINAND E. MARCOS  
President  
Republic of the Philippines

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1972). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 13**

RELATIVE TO CHAPTER II, PART VIII ON DEPARTMENT OF AGRARIAN REFORM AND OTHER PERTINENT PROVISIONS OF THE INTEGRATED REORGANIZATION PLAN

TO:

The Secretary  
Department of Agrarian Reform  
Quezon City

Pursuant to Presidential Decree No. 1, dated September 24, 1972, Reorganizing the Executive Branch 1 of the National Government, you are hereby directed to implement Chapter II of Part VIII on Department of Agrarian Reform and other pertinent provisions of the Integrated Reorganization Plan, hereinafter referred to as the "Plan," prepared by the Commission on Reorganization as follows:

ORGANIZATION AND FUNCTIONS OF THE DEPARTMENT  
OF AGRARIAN REFORM

Section 1. The organization and functions of the Department of Agrarian Reform, hereinafter referred to as the "Department," shall be in accordance with Republic Act Numbered Six thousand three hundred and eighty-nine, otherwise known as the Code of Agrarian Reforms of the Philippines, and its implementing Executive Order Numbered Three hundred and forty-seven, series of Nineteen hundred and seventy-one, as amended by the provisions of Chapter II, Part VIII on Department of Agrarian Reform and other pertinent provisions of the Plan and the details contained in this Letter of Implementation.

Sec. 2. The organization of the Department, as graphically depicted in the following organization chart, shall consist of the Department proper composed of the immediate Office of the Secretary, the Planning Service, the Financial and Management Service, the Administrative Service, and the Agrarian Reform Education Service; the Bureau of Land Acquisition, Distribution and Development; the Bureau of Agrarian Legal Assistance; the Bureau of Resettlement; and the Bureau of Farm Management; and such regional offices as the Department may establish.

**[Organization Chart 1: Department of Agrarian Reform]**

FUNCTIONAL STATEMENTS OF THE DEPARTMENT  
OF AGRARIAN REFORM

Sec. 3. The functions of the Secretary and the Undersecretary of Agrarian Reform and the different services, bureaus, and regional offices of the Department shall be the same as those contained in Executive Order Numbered Three hundred and forty-seven, series of Nineteen hundred and seventy-one, which implemented Republic Act Numbered Six thousand three hundred and eighty-nine, except the Bureau of Farm Management and Bureau of Agrarian Legal Assistance which shall be reconstituted in accordance with Paragraphs 2, 3, and 4 of Article I, Chapter II, Part VIII of the Plan, as follows:

FUNCTIONS OF THE BUREAU OF FARM MANAGEMENT

Sec. 4. The Bureau, as graphically depicted in the following organization chart, shall have a Home Management and Rural Youth Development Division and an Agricultural Development Division with the same functions as those contained in Executive Order Numbered Three

**[Organization Chart 2: Bureau of Farm Management]**

hundred, and forty-seven, series of Nineteen hundred and seventy-one which, implemented Republic Act Numbered Six thousand three hundred and eighty-nine.

**FUNCTIONS OF THE BUREAU OF AGRARIAN  
LEGAL ASSISTANCE**

Sec. 5. The Bureau, as graphically depicted in the following organization chart, shall have, a Judicial Cases Division, a Claims and Conflicts Division, a Legal Information and Mediation Division, and a Legal Reserve and Statistics Division with corresponding duties responsibilities, as follows:

Sec. 5.1. The Judicial Cases Division, Claims and Conflicts Division, and Legal Information and Mediation Division shall, continue to perform the same functions contained in Executive Order Numbered Three hundred and forty-seven, series of Nineteen hundred and seventy-one, implementing Republic Act Numbered Six thousand three hundred and eighty-nine.

Sec. 5.2. The Legal Research and Statistics Division shall have the following functions, among others:

**[Organization Chart 3: Bureau of Agrarian Legal Assistance]**

- a. Conduct legal research for the Department;
- b. Prepare legal studies and digest court decisions inform all divisions and regional offices of the latest development in substantive and procedural laws, and codify all court decisions, laws, and other legal information relating to agrarian reform;
- c. Supervise the keeping and maintenance, of a law library;
- d. Keep and maintain statistical data of cases and related activities of the Bureau; and
- e. Perform such other functions as may be provided by law.

**REGIONAL OFFICES**

Sec. 6. The Department shall initially establish ten regional offices pursuant to Paragraph 3, Article I, Chapter III, Part II of the Plan; Provided, That it may establish an eleventh regional office as the needs of the service may require in accordance with the aforementioned Paragraph 3. The location, center, and sphere of operations of the regional offices shall be in accordance with the provisions of Article I, Chapter III, Part II of the Plan.

**CORPORATION AND COUNCIL ATTACHED TO THE DEPARTMENT**

Sec. 7. In addition to the Land Bank, the Agricultural Credit Administration and Agrarian Reform Coordinating Council shall be attached to the Department and shall perform the same functions specified or contemplated in the respective laws and/or Executive Orders creating them, unless otherwise amended, changed or modified by subsequent orders.



The Secretary of Local Government and Community Development shall take the place of the Presidential Assistant on Community Development in the Agrarian Reform Coordinating Council.

Sec. 8. Attachment of the Agricultural Credit Administration, Land Bank, and Agrarian Reform Coordinating Council shall be for policy and program coordination and for such general provisions as provided under Paragraphs 1 and 2, Article I, Part II and, where applicable, under Paragraphs 3, 4, and 5, Article IV, Chapter I, Part XI of the Plan.

#### TRANSITORY MEASURES

Sec. 9. Within a period of ninety days from the promulgation of Presidential Decree No. 1, you are hereby directed to prepare a Staffing Pattern for the Bureau of Agrarian Legal Assistance in conformity with its organization and functional statements with the assistance of the Budget Commission, Civil Service Commission, and Presidential Commission on Reorganization for approval by the President. The Staffing Pattern that shall be developed for purposes of this installation shall, insofar as practicable, be in accordance with the criteria specified in Paragraph 5, Article I, Chapter I, Part XXIII on General Provisions of the Plan.

Sec. 10. Upon the approval of the Staffing Pattern referred to above, appointments will be made of the personnel to fill the positions authorized in said Staffing Pattern.

Sec. 11. All appointments to the positions that shall be authorized under the Staffing Pattern referred to above shall, in general, be in accordance with the merit requirements of the Civil Service law and rules and duly approved qualification standards for each position: Provided, That in the case of new position titles, qualification standards therefor, shall be developed by the Department, subject to approval by the President upon recommendation of the Civil Service Commission: Provided, further, That consideration for employment of persons other than those of the abolished Office of the Agrarian Counsel and Agricultural Tenancy Commission shall be made only after the personnel of such reorganized entities shall have, been considered: Provided, finally, That personnel actions which need to be taken as a result of the establishment of the said Staffing Pattern, shall be in accordance with applicable Civil Service law and rules, and the pertinent provisions of Part XXIII of the Plan.

Sec. 12. No original appointments to positions, except confidential positions, in the Staffing Pattern shall be made until all qualified employees in the Office of the Agrarian Counsel and Agricultural Tenancy Commission shall have been absorbed to appropriate positions available. You shall furnish the Civil Service Commission a certified list of all employees separated as a result of the implementation of the organization of the Bureau of Agrarian Legal Assistance together with a justification for their separation.

Sec. 13. The position titles that shall be used in the Staffing Pattern shall be tentative for purposes of initial appointments to positions provided therein. The position titles shall be subject to final determination and allocation to appropriate classes and salary ranges by WAPCO upon conduct of the usual audit of the duties and responsibilities assigned to the positions.

Sec. 14. All initial appointments to positions in the Staffing Pattern shall be at the authorized or active salaries of the incumbents appointed to the positions, whichever is higher. In the reallocation of appropriate authorized to be made under Section 17 of this Letter of Implementation, an adequate lump-sum amount shall be provided to take care of all cases where the actual salary of the appointee is more than the rate authorized.

Sec. 15. Salary increases as may result from appointments to positions in the Staffing Pattern to be proposed, shall be effective only after final determination and allocation of said positions by the WAPCO pursuant to Section 13 of this Letter of Implementation.

Sec. 16. The selection and initial appointment of personnel for positions in the Staffing Pattern shall be made with the assistance of a Committee to be composed of a representative each of the Department proper, Civil Service Commission, and Budget Commission: Provided, That in the consideration of personnel to fill positions authorized

for the Bureau in the Department, a representative of the Bureau involved shall sit and participate in the deliberations of the Committee.

#### REALLOCATION OF APPROPRIATIONS

Sec. 17. You are likewise directed to cause the preparation, in collaboration with the Budget Commission, of the details of the Reallocation of Appropriations necessary to put into effect the implementation as prescribed by this Letter of implementation in accordance with Paragraph 4, Article I, Chapter I, Part XXIII of the Plan.

#### TIMING OF ADMINISTRATIVE ACTIONS

Sec. 18. You are hereby directed to effect the orderly scheduling of transfers, changes and other transitional actions required by the Plan and this Letter of Implementation: Provided, That all such actions shall be completed within the period prescribed in Paragraph 14, Article I, Chapter I, Part XXIII of the Plan reckoned from the date of issuance of Presidential Decree No. 1. In the Interim, each entity affected shall continue to perform its functions until such time as you shall order change or cessation and each officer and employee shall continue to perform his duties and to exercise his authority until such time as you order otherwise but not beyond the termination of the transition period prescribed above.

Sec. 19. In the process of the final selection of personnel to fill the positions in the Staffing Pattern mentioned above, you are authorized to make the necessary changes in the personnel structure of the Department subject to the approval of the Office of the President, to correct inequities that in your opinion may have resulted from the preparation thereof: Provided, That any adjustment or adjustments that shall be made pursuant hereto shall not result in an increase in the total appropriations for personal services authorized for the Department.

Sec. 20. You are hereby finally directed to note and call the attention of the President to such provisions of Chapter II, Part VIII of the Plan or portions thereof which are inoperable under present conditions in view of Proclamation Order No. 1081 dated September 21, 1972 and which should be suspended until such time as their activation shall be possible.

Done in the City of Manila, this 1st day of November, in the year of Our Lord, nineteen hundred and seventy-two.

(Sgd.) FERDINAND E. MARCOS  
President  
Republic of the Philippines

**Source: Legislative Library, House of Representatives**

Office of the President of the Philippines. (1972). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 14**

RELATIVE TO PART XIII ON SCIENCE AND TECHNOLOGY  
AND OTHER PERTINENT PROVISIONS OF THE  
INTEGRATED REORGANIZATION PLAN

TO:

The Chairman  
National Science Development Board  
Bicutan, Taguig, Rizal

Pursuant to Presidential Decree No. 1, dated September 24, 1972. Reorganizing the Executive Branch of the National Government, you are hereby directed to implement Part XIII on Science and Technology and the pertinent provisions of the integrated Reorganization Plan, hereinafter referred to as the "Plan," prepared by the Commission on Reorganization as follows:

ORGANIZATION OF THE NATIONAL SCIENCE  
DEVELOPMENT BOARD

Section 1. The organization and functions of the National Science Development Board, hereinafter referred to as the "Board," shall be in accordance with the provisions of Part XIII and other pertinent provisions of the Plan and the details contained in this Letter of Implementation.

Sec. 2. The organization of the Board, graphically depicted in the following organization chart, shall consist of the Board of Governors composed of a full-time Chairman who shall have a term of six years; the Secretary of Education and Culture, the President of the University of the Philippines, and a representative from the National Economic Development Authority, as ex-officio members; or three members from the private sector who have demonstrate competence in scientific and technological research and development in the fields of agriculture, industry, technology, education, and community development who shall serve part-time; Office of the Chairman, Planning Service Financial and Management Service, Administrative Service, and Education and Public Affairs Service, as well as the implementing agencies composed of the National Institute of Science and Technology, Philippine Atomic Energy Commission, Philippine Inventors Commission, Forest Products Research and Industries Development Commission, Food and Nutrition Research

**[Organization Chart 1. Board of Governors]**

Center, Philippine Textile Research Institute, Commission on Volcanology, and National Water and Air Pollution Control Commission.

Attached to the Board are the Philippine Coconut Research Institute, Metals Industry Research and Development Center, Philippine Science High School, National Research Council of the Philippines, Science Foundation of the Philippines, Pesticides Control and Research Center of the Philippine

RELATIONSHIPS BETWEEN THE BOARD PROPER AND AGENCIES

Sec. 3. The Board of Governors, through the office of the Chairman, shall exercise administrative supervision over the National Institute of Science and Technology, Philippine Atomic Energy Commission, Philippine Inventors

Commission, Forest Products Research and Industries Development Commission, Food and Nutrition Research Center, Philippine Textile Research Institute, Commission on Volcanology, and National Water and Air Pollution Control Commission. It shall exercise policy and program coordination over the attached agencies, namely: the Philippine Coconut Research Institute, Metals Industry Research and development Center, Philippine Science High School, National Research Council of the Philippines, Science Foundation of the Philippines, Pesticides Control and Research Committee, and Pollution Research Center of the Philippines.

Sec. 4. The agencies of the Board shall implement policies and programs promulgated by the Board of Governors as they concern these agencies, in addition to the specific functions provided for under the pertinent laws, executive orders, and regulations relating to them.

#### FUNCTIONAL STATEMENTS OF THE NATIONAL SCIENCE DEVELOPMENT BOARD

Sec. 5. In conformity with the above set of functional relationships, the functions, powers, duties, and responsibilities of the various units of the Board shall as follows:

#### FUNCTIONS OF THE BOARD OF GOVERNORS

Sec. 6. The functions of the Board of Governors shall be as follows:

1. Formulate policies, plans, and programs for the development and maximum utilization of scientific, engineering, and technological resources in the solution of the country's problems;
2. Promulgate procedures, rules, and regulations as may be necessary to achieve the goals and objectives of the NSDB;
3. Promote and encourage the dissemination of the results of scientific and technological research and the general application thereof;
4. Establish a personnel management program for the technical and scientific personnel of the Board that would allow maximum flexibility, especially with respect to qualifications, transfers, details, assignments, promotions, discipline, and dismissals;
5. Hear and decide cases relating to personnel matters concerning the technical and scientific personnel brought before the Board on appeal from the decision of the agency head;
6. Approve the annual and supplemental budgets of the Board proper and its implementing agencies;
7. Submit a detailed report of expenditures to Congress and to the President within sixty days after the end of the fiscal year; and
8. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE OFFICE OF THE CHAIRMAN

Sec. 7. The Office of the Chairman shall consist of the Chairman, the Executive Director and the persons immediately under them. It shall be responsible for the adoption and promulgation of rules and regulations necessary to carry out Board policies and objectives, for exercising supervision over the agencies and offices of the Board.

#### Functions of the Chairman

Sec. 7.1 The functions of the Chairman shall be as follows:

1. Advise the President in the promulgation of executive orders, regulations, and decrees relative to matters under the jurisdiction of the Board;
2. Preside over the meetings of the Board of Governors and implement its decision
3. Promulgate rules and regulations necessary to carry out Board objectives; policies, and functions;
4. Exercise supervision and control over the Board proper and administrative supervision over all of its implementing agencies;
5. Ensure that the policies and programs of all agencies attached to the Board are properly coordinated with its overall policies and programs;
6. Delegate authority for the performance of any function to officers and employees under his direction;
7. Appoint and discipline personnel of the Board subject to approval of the Board of Governors and
8. Perform, such other functions as may be provided by law.

#### Functions of the Executive Director

Sec 7.2. The functions of the Executive Director shall be as follows:

1. Advise and assist the Chairman in the formulation and implementation of rules and regulations necessary to carry out the objectives and policies of the Board;
2. Exercise immediate supervision over the organizational units of the Board Proper;
3. Oversee all the operational activities of the agencies under the Board for which he shall be responsible to the Chairman;
4. Coordinate the program and projects of the Board and be responsible for its economical, efficient, and effective administration;
5. Serve as deputy to the Chairman in all matters relating to the operations of the Board and
6. Perform, such other functions as may be provided by law.

Sec. 7.3. When the Chairman is unable to perform his duties owing to illness, absence, or other cause, or in case of vacancy in the office, the Executive Director shall temporarily perform the functions of the Chairman, except those in relation to the Board of Governors.

#### FUNCTIONS OF THE PLANNING SERVICE

Sec. 8. The Planning Service shall be responsible for providing the Board with economical, efficient and effective services relating to planning, programming, development.

The Service, as graphically depicted in the following organization chart shall have a Planning and, Programming Division, a Project Development and Evaluation Division and a Research and Statistics Division with corresponding duties and responsibilities as follows:

### Functions of the Planning and Programming Division

Sec. 8.1. The Planning and Programming Division shall have the following functions among others:

- a. Formulate long-range and annual plans and programs for the Board;
- b. Formulate basic policies and guidelines for the preparation the departmental budget, including those for the detailed allocation

### **[Organization Chart 2. Planning Service]**

of funds for capital outlays, and coordinate with the Budget Division in the preparation of the budget of the Board;

- c. Formulate criteria for determining priorities for proposed projects, and accordingly select capital projects for funding and execution including appropriate financing schemes;
- d. Undertake such re-programming as necessary in accordance with actual resources made available including the determination of cut-backs and/or projects to be included from unprogrammed to programmed category;
- e. Periodically evaluate performance reports, and integrate project implication for aggregative planning;
- f. Maintain liaison with the central planning agency and other appropriate economic or planning bodies; and
- g. Perform such other functions as may be provided by law.

### Functions of the Project Development and Evaluation Division

Sec. 8.2. The Project Development and Evaluation Division shall have the following functions, among others:

- a. Initiate and/or provide for the development of projects by the Board and other research agencies of the government and private sectors in accordance with approved priority areas;
- b. Evaluate proposed projects according to technical and economic feasibility and prescribed standards;
- c. Undertake major project development activities;
- d. Review the progress of projects under implementation against set standards, objectives, and schedules; and
- e. Perform such other-functions as may be provided by law,

### Functions of the Research and Statistics Division

Sec. 8.3. The Research and Statistics Division shall have the following functions, among others:

- a. Compile, analyze, and integrate statistical data, including operational statistics;
- b. Assist in the formulation of policy proposals and general economic guidelines;
- c. Develop projections, forecasts, and prepare economic reports and reviews based on conducted research;

- d. Undertake continuing analysis of economic conditions and trends relating to the sectoral area in which the Board is concerned; and
- e. Perform such other functions as may be provided by law,

#### FUNCTIONS OF THE FINANCIAL AND MANAGEMENT SERVICE

Sec 9. The Financial and Management Service shall be responsible for providing the Board with staff advice and assistance on budgetary, financial, and management improvement matters.

The Service, as graphically depicted in the following organization chart, shall have a Budget Division, and Accounting Division, and a Management Division with corresponding duties and responsibilities, as follows:

#### **[Organization Chart 3. Financial Management Service]**

##### Functions of the Budget Division

Sec. 9.1. The Budget Division shall have the following functions, among others:

- a. Develop and improve budgetary methods, procedures, and justifications;
- b. Provide, subject to budgetary ceilings, fund estimates in support of the Board's operations, plans, and programs;
- c. Assist management in the presentation of the Board's budgetary estimates before administrative and legislative bodies;
- d. Provide technical assistance to subordinate budget units in the application and utilization of budgetary methods and the budget system;
- e. Prepare annual financial work plans;
- f. Allocate, in coordination with the Planning Service, available funds to programs on the basis of approved guidelines and priorities;
- g. Issue allotment advice in support of the fund requirement for the conduct of the operations under each program;
- h. Review performance reports to determine conformance with set standards;
- i. Prepare financial reports for management guidance and as required by higher authorities; and
- j. Perform such other functions as may be provided by law.

##### Functions of the Accounting Division

Sec. 9.2. The Accounting Division shall, have following functions, among others:

- a. Advise management on financial matters;
- b. Prepare and submit financial reports to management and other government departments and agencies authorized to receive such reports;

- c. Maintain basic and subsidiary accounting records and books of accounts to reflect accurate and current financial information required by existing auditing rules and regulations and by management;
- d. Certify to the availability of funds, obligate funds, and issue Treasury Warrant to liquidate obligations;
- e. Process requisitions, vouchers, and report of collections and disbursements;
- f. Prepare billings to debtors of the Board; and
- g. Perform such other functions as may be provided by law,

#### Functions of the Management Division

Sec 9.3. The Management Division shall have following functions, among others:

- a. Develop plan and program objectives relative to management improvement in the Board;
- b. Examine the administrative organization of the Board and make recommendations for improvement;
- c. Maintain and update the Board's organization and other manuals
- d. Undertake regular management surveys of organizational structure, manpower, and operations; study special problems as assigned review existing methods, procedures, and systems and make recommendations for improvement;
- e. Develop new and improved management systems; exercise staff supervision over the implementation of such improvements and provide training in the use of the system;
- f. Develop staffing standards and manpower requirements for the Board;
- g. Review internal control systems for safeguarding money and property to ascertain weaknesses and deficiencies requiring correction; and
- h. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE ADMINISTRATIVE SERVICE

Sec. 10. The Administrative Service shall be responsible for providing the Board with economical, efficient, and effective services relating to personnel, legal assistance, records supplies, equipment, collection, disbursements, security, and custodial work.

The Service, as graphically depicted in the following organization chart, shall have a Personnel Division, a firm Legal Division, and a General Services Division with corresponding duties and responsibilities, as follows:

#### Functions of the Personnel Division

Sec. 10.1. The Personnel Division shall have the following functions, among others:

- a. Advise management on personnel policy and administration;



- b. Develop and administer a personnel program which shall include selection and placement, classification and pay, career and employee development, performance rating, employee relations, and welfare services;
- c. Act on all matters concerning attendance, leaves of absence, appointments, promotions, transfers, and other personnel transactions
- d. Conduct training programs in the Board;
- e. Provide medical services pursuant to the provisions of R.A. No. 1054;

**[Organization Chart 4. Administrative Service]**

- f. Maintain personnel records and statistics; and
- g. Perform such other functions as may be provided by law.

Functions of the Legal Division

Sec. 10.2. The Legal Division shall have the following functions, among others:

- a. Provide legal advice to fee Board of Governor, the Chairman, the Executive Director, and the agencies of the Board;
- b. Interpret laws and rules affecting the operation of the Board;
- c. Prepare contracts and instruments to which the Board is a party and interpret provisions of contracts covering work performed for the Board by private entities;
- d. Conduct administrative investigation, including the review of administrative charges against employees of the Board;
- e. Assist in the promulgation of rules governing the activities of the Board;
- f. Prepare comments on proposed legislation concerning the Board;
- g. Assist the Solicitor General in court litigation in which the Board is involved; and
- h. Perform such other functions as may be provided by law.

Functions of the General Services Division

Sec. 10.3. The General Services Division shall have the following functions, among others:

- a. Provide policy guidance on the maintenance and disposition of records and on the procurement and storage of supplies in accordance with government prescribed standards;
- b. File and maintain necessary records and establish a records disposition program for the Board;
- c. Provider mail transportation, custodial, and general utility services for the Board;
- d. Procure, store, and distribute supplies and equipment of the Board, and conduct periodic inventories of the same;

- e. Provide and coordinate messengerial and duplicating services;
- f. Receive, collect, and deposit cash, prepare payrolls and process vouchers for payment of the Board's obligations;
- g. Prepare plans,, designs, and specifications for the construction of NSDB buildings;
- h. Provide maintenance services for buildings and grounds; and
- i. Perform such other functions as may be / provided by law.

## FUNCTIONS OF THE EDUCATION AND PUBLIC AFFAIRS SERVICE

Sec. 11. The Education and Public Affairs Service shall be responsible for developing and supervising the Board-assisted scientific manpower development and scholarship projects, undertaking national and international liaison and scientific, cooperating programs with research organizations and institutions, and implementing a program of dissemination of scientific Information.

The Service, as graphically depicted in the following organization charts shall have a Division of Information, a Division of International Relations, and a Division of Education and Training with corresponding duties and responsibilities, as follows;

### Functions of the Division of Information

Sec. 11.1. The Division of Information shall have the following functions, among others:

- a. Develop programs to have the policies, plans, and activities of the Board properly understood by the public;
- b. Produce and disseminate media materials to implement the information program of the Board;
- c. Coordinate with the Department of Public Information;
- d. Undertake a nation-wide promotion and dissemination of research results for public consumption; and
- e. Perform such other functions as may be provided by law.

## [Organization Chart 5. Education and Public Affairs Service]

### Functions of the Division of International Relations

Sec. 11. 2. The Division of International Relations shall have the following functions, among others:

- a. Develop and carry out a program aimed at expanding institutional relationship with foreign scientific organizations, including governments, private entities, and similar institutes involved in international cooperates in science research and development;
- b. Assist in strengthening representations of the Board and agencies with interest in foreign technical cooperation, particularly in matter of satisfying procedural and related requirements;
- c. Provide support to bilateral and multi-lateral arrangements for scientific cooperation in aid of national and/or Regional development programs;

- d. Promote the exchange of scientific information and personnel, including other critical resources, in furtherance of closer international and regional cooperation; and
- e. Perform such other functions as may be provided by law.

#### Functions of the Division of Education and Training

Sec. 11.2. The Division of Education and Training shall have the following functions, among others:

- a. Formulate and recommend a comprehensive program on scientific manpower and scholarship;
- b. Collaborate with the Department of Education and Culture and other educational associations in the upgrading of the science education program;
- c. Conduct studies and make recommendations to upgrade and improve the utilization of currently available scientific and technological manpower; and
- d. Perform such other functions as may be provided by law.

#### **FUNCTIONS OF THE NATIONAL INSTITUTE OF SCIENCE AND TECHNOLOGY**

Sec. 12. The National Institute of Science and Technology shall continue to undertake scientific technological research and development programs except food and nutrition research; conduct analyses and test; for establishing suitable standards of products; document and disseminate; research findings and perform such other functions as may be provided by law.

The Institute, as graphically depicted in the following organization chart shall discharge the above functions through its existing divisions, namely; (Scientific Instrumentation Division, Division of Documentation, Tests and Standards Laboratories, Agricultural Research Center, Industrial Research Center, Biological Research Center, and Medical Research Center. It shall also have a Planning and Programming Division and an Administrative Division, with corresponding duties and responsibilities, as follows:

#### Functions of the Planning and Programming Division

Sec. 12.1. The Planning and Programming Division shall have the following functions, among others;

- a. Formulate long-range and annual plans and programs for the Institute, including basic policies, guidelines, and criteria for the

#### **[Organization Chart 6. National Institute of Science and Technology]**

preparation and determination of priorities for its budget;

- b. Initiate and/or provide support for the development of the Institute's projects in accordance with approved priority areas;
- c. Evaluate project proposals of the different units of the Institute;
- d. Compile, analyze, and integrate statistical data, including operational statistics;

- e. Evaluate periodically performance reports;
- f. Develop and improve budgetary methods, procedures, and justifications;
- g. Provide, subject to budgetary ceilings, fund estimates in support of the Institute's operations, plans, and programs; and
- h. Perform such other functions as may be provided by law.

#### Functions of the Administrative Division

Sec. 12.2. The Administrative Division shall have following functions, among others:

- a. Handle personnel transactions, including appointments, leaves, transfers, resignations, and separations;
- b. Handle financial transactions and maintain accounting records and books of accounts, prepare and submit financial statements and reports and certify to the availability of funds and/or allotment and to the correctness of vouchers, journals, bills, and other financial reports;
- c. Handle cash receipts and disbursements;
- d. File and maintain necessary records and documents;
- e. Procure, store, and distribute supplies, materials, and equipment;
- f. Handle the legal matters and problems affecting the Institute;
- g. Produce and disseminate media materials to implement the information program of the Institute;
- h. Provide clerical, security-guarding, janitorial, messengerial, and transportation services; and
- i. Perform such other functions as may be provided by law,

#### FUNCTIONS OF THE PHILIPPINE ATOMIC ENERGY COMMISSION

Sec. 13. The Philippine Atomic Energy Commission shall continue to promote the peaceful uses of atomic energy through (a) research and development activities, (b) regulation of the use of atomic energy to safeguard public health and safety, (c) training and education of local scientists and technologists in the nuclear field (d) promotion and dissemination of nuclear scientific techniques and information, and (e) participation in international conferences and meetings on nuclear matters. It shall also perform such other functions as may be provided by law.

The Commissions as graphically depicted in the following organization chart, shall discharge the above-functions through its existing divisions, namely; Training Plans and Policies Division, Research and Development Division, and Philippine Atomic Research Center. It shall also have a Planning and Programming Division and an Administrative Division with corresponding duties

#### **[Organization Chart 7. Philippine Atomic Energy Commission]**

and responsibilities, as follows:

Functions of the Planning and  
Programming Division

Sec. 13.1. The Planning and Programming Division shall have the following functions, among others:

- a. Formulate long-range and annual plans and programs for the Commission, including basic policies, guidelines, and criteria for the preparation and determination of priorities for its budget;
- b. Initiate and/or provide support for the development of the Commission's projects in accordance with approved priority areas;
- c. Evaluate project proposals of the different units of the Commission;
- d. Compile, analyze, and integrate statistical data, including operational statistics;
- e. Evaluate periodically performance reports
- f. Develop and improve budgetary methods, procedures, and justifications;
- g. Provide, subject to budgetary ceilings, fund estimates in support of the Commission's operations, plans, and programs, and
- h. Perform such other functions as may be provided by law.

Functions of the Administrative Division

Sec. 13.2. The Administrative Division shall have following functions, among others;

- a. Handle personnel transactions, including appointments, leaves, transfers, resignations, and separations;
- b. Handle financial transactions and maintain accounting records and books of accounts, prepare and submit financial, statements and reports, and certify to the availability of funds and/or allotment and to the correctness of vouchers, journals, bills, and other financial reports;
- c. Handle cash receipts and disbursements;
- d. File and maintain necessary records and documents;
- e. Procure, store, and distribute supplies, materials, and equipment;
- f. Handle the legal matters and problems affecting the Commission;
- g. Produce and disseminate media materials to implement the information program of the Commission;
- h. Provide clerical, security guarding, janitorial messengerial, and transportation services; and
- i. Perform such other functions as may be provided by law.

Sec. 14. The Philippine Inventors Commission shall continue to provide technical, legal, and financial assistance to inventors in order to promote and encourage inventiveness and creativeness among our people; establish and maintain a public research laboratory and experimental stations where authorized inventors and researchers may perfect or test approved inventions and researches; publish and disseminate information about inventions and researches; and perform such other functions as may be provided by law.

The Commission, as depicted in the following organization chart, shall discharge the above functions through the existing divisions, namely; Patent Examination Division, Evaluation and Marketing Division, Research and Development Division, and Legal Division. It shall also have an Administrative Division with corresponding duties and responsibilities, as follows:

#### Functions of the Administrative Division

Sec. 14.1. The Administrative Division shall have the following functions, among others:

- a. Handle personnel transactions, including appointments, leaves, transfers, resignations, and separations;
- b. Prepare and assist in the execution and control of the budget;
- c. Handle financial transactions and maintain accounting records and books of accounts, prepare and submit financial statements and reports, and certify to the availability

#### **[Organization Chart 8. Philippine Inventors Commission]**

of funds and/or allotment and to the correctness of vouchers, journals, bills, and other financial reports;

- d. Handle cash receipts and disbursements;
- e. File and maintain necessary records and documents;
- f. Procure, store, and distribute supplies, materials, and equipment;
- h. Produce and disseminate media materials to implement the information program of the Commission;
- i. Provide clerical, security guarding, janitorial, messengerial, and transportation services; and
- j. Perform such other functions as may be provided by law.

#### **FUNCTIONS OF THE FOREST PRODUCTS RESEARCH AND INDUSTRIES DEVELOPMENT COMMISSION**

Sec. 15. The Forest Products Research and Industries Development Commission shall continue to conduct research on wood and wood products and develop such practices and processes to increase the utility, value, quality, and serviceability of wood and other wood products establish and operate research centers and pilot plants in any suitable part of the Philippines; assist industries using forest products in their technological development to increase their, usefulness, efficiency, and productivity; train technicians for industries using forest products; disseminate information on research results; and perform such other functions as may be provided by law.

The Commission, as graphically depicted in the following organization chart, shall discharge the above functions through the Forest Products Research and Industries Development Council as the policy-formulating body and through its existing Institutes, namely: Forest Products Research Institute and Forest Products Industries

Development Institute with their technical divisions. It shall also have a Planning and Programming Division and an Administrative Division with corresponding duties and responsibilities as follows:

Functions of the Planning and  
Programming Division

Sec. 15.1. The Planning and Programming Division shall have the following functions, among others:

a. Formulate long-range and annual plans and programs for the Commission, including basic policies guidelines and criteria for the preparation and

**[Organization Chart 9. Forest Products Research and Industries Development Commission]**

determination of priorities for its budget;

b. Initiate and/or provide support for the development of the Commission's projects in accordance with approved priority areas;

c. Evaluate project proposals of the different units of the Commission;

d. Compile, analyze, and integrate statistical data, including operational statistics;

e. Evaluate periodically performance reports;

f. Develop and improve budgetary methods, procedures, and justifications;

g. Provide, subject to budgetary ceilings, estimates in support of the Commission's operations, plans, and programs; and

h. Perform such other functions as may be provided by law.

Functions of the Administrative Division

Sec. 15.2. The Administrative Division shall have following functions, among others:

a. Handle personnel transactions, including appointments, leaves, transfers, resignations, and separations;

b. Handle financial transactions and maintain accounting records and books of accounts, prepare and submit financial statements and reports, and certify to the availability of funds and/or allotment and to the correctness of vouchers, journals, bills, and other financial reports;

c. Handle cash receipts and disbursements;

d. File and maintain necessary records and documents;

e. Procure, store, and distribute supplies, materials, and equipment

f. Handle the legal matters and problems affecting the Commission;

g. Produce and disseminate media materials to implement the information program of the Commission;

- h. Provide clerical, security guarding, janitorial, messengerial, and transportation services; and
- i. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE FOOD AND NUTRITION RESEARCH CENTER

Sec. 16. The Food and Nutrition Research Center shall continue to undertake research in the basic and applied sciences of food and nutrition, including food analysis, processing of unconventional foods, and food enrichment undertake surveys to define problems of nutrition and to examine factors underlying food patterns; formulate, implement and evaluate food and nutrition programs; and perform such other functions as may be provided by law.

The Center, as graphically depicted in the following organization chart, shall discharge the above functions through its existing divisions, namely: Medical and Applied Nutrition Division, Nutrition Surveys Division, Nutrition Research Laboratory, and Food Research Laboratory, It shall also have an Administrative Division with corresponding duties and responsibilities, as follows:

##### Functions of the Administrative Division

Sec. 16.1 The Administrative Division shall have the following functions, among others:

##### **[Organization Chart 10. Food and Nutrition Research Center]**

- a. Handle personnel transactions, including appointments, leaves, transfers, resignations, and separations;
- b. Prepare and assist in the execution and control of the budget;
- c. Handle financial transactions and maintain accounting records and books of accounts, prepare and submit financial statements and reports, and certify to the availability of funds and/or allotment and to the correctness of vouchers, journals, bills, and other financial reports;
- d. Handle cash receipts and disbursements;
- e. File and maintain necessary records and documents;
- f. Procure, store, and distribute supplies materials and equipment;
- g. Handle the legal matters and problems affecting the Center;
- h. Produce and disseminate media materials to implement, the information program of the Center
- i. Provide clerical, security guarding, janitorial, messengerial, and transportation services; and
- j. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE PHILIPPINE TEXTILE RESEARCH INSTITUTE

Sec. 17. The Philippine Textile Research Institute shall undertake a comprehensive program of textile research and development and directly undertake and/or assist in undertaking research and development, projects and studies for the promotion of the local textile industries.



The Institute/ as graphically depicted in the following organization chart, shall discharge the above functions through its existing divisions, namely; Technical Assistance Division, Research and Development Division, and Processing, Consultancy, and Training Divisions . Provided, That the Board of Governors, upon recommendation of the Director of the Institute, may subsequently modify the foregoing functional divisions as may be necessary and: Provided, further, That the Institute may also have a

**[Organization Chart 11. Philippine Textile Research Institute]**

Planning and Programming Division and an Administrative Division with corresponding duties and responsibilities as follows:

Functions of the Planning and  
Programming Division

Sec. 17.1. The Planning and Programming Division shall have, the following functions, among others:

- a. Formulate long-range and annual plans and programs for the Institute, including basic policies, guidelines, and criteria for the preparation and determination of priorities for its budget;
- b. Initiate and/or provide support for the development of the Institute's projects in accordance with approved priority areas;
- c. Evaluate project proposals of the different units of the Institute;
- d. Compile, analyze, and integrate statistical data, including operational statistics,
- e. Evaluate periodically performance reports;
- f. Develop and improve budgetary methods, procedures, and justifications;
- g. provide, subject to budgetary ceilings, fund estimates in support of the Institute's operations, plans, and programs; and
- h. Perform such other functions as may be provided by law.

Functions of the Administrative Division

Sec. 17.2. The Administrative Division shall have following functions, among others:

- a. Handle personnel transactions, including appointments, leaves, transfers, resignations, and separations;
- b. Handle financial transactions and maintain accounting records and books of accounts, prepare and submit financial statements and reports, and certify to the availability of funds and/or allotment and to the correctness of vouchers, journals, bills, and other financial reports;
- c. Handle cash receipts and disbursements;
- d. File and maintain necessary records and documents;
- e. Procure, store, and distribute supplies, materials, and equipment;
- f. Handle the legal, matters and problems affecting the Institute

- g. Produce and disseminate media materials to implement the information program of the Institute;
- h. Provide clerical, security guarding, janitorial, messengerial, and transportation services; and
- i. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE COMMISSION ON VOLCANOLOGY

Sec. 18. The Commission on Volcanology shall continue investigate and conduct studies of all active volcano and to establish the necessary facilities to predict the eruptions; formulate in advance detailed plans for action and relief in the event of any volcanic eruption; conduct researches and demonstrate the technical feasibility of utilizing volcanic products; establish and operate research centers; study and recommend ways and means by which devastated areas can be speedily rehabilitated; and perform such other functions as may be provided by law.

In addition, the Commission shall also undertake geo thermal research and development projects.

The Commission, as graphically depicted in the following organization chart, shall have an Administrative Division, a Volcanology Division, a Geothermal Division, and a Field and Disaster Mitigation Division with corresponding duties and responsibilities, as follows:

##### Functions of the Administrative Division

Sec. 18.1. The Administrative Division shall have the following functions, among others:

- a. Handle personnel transactions, including appointments, leaves, transfers, resignations, and separations;
- b. Prepare and assist in the execution and control of the budget;
- c. Handle financial transactions and maintain accounting records and books of accounts, prepare and submit financial statements and reports, and certify to the availability of funds and/or allotment and to the correctness

##### **[Organization Chart 12. Commission on Volcanology]**

of vouchers journals, bills, and other financial reports;

- d. Handle cash receipts and disbursements;
- e. File and maintain necessary records and documents;
- f. Procure, store, and distribute supplies, materials, and equipment;
- g. Handle the legal matters and problems affecting the Commission;
- h. Provide clerical, security guarding, janitorial, messengerial, and transportation services; and
- i. Perform such other functions as may be provided by law.

##### Functions of the Volcanology Division

Sec. 18.2. The Volcanology Division shall have following functions, among others:

- a. Study the eruptive history, past behavior and nature of activity of individual Philippine volcanoes;
- b. Undertake researches on volcanic rocks and gases for prediction and possible economic utilization purposes;
- c. Devise appropriate surveillance techniques for each volcano;
- d. Evaluate daily observations such as thermal, seismic, tilt and tide measurements received from field stations;
- e. Conduct periodic magnetic, gravimetric, seismic and geological investigations of each volcanic area under surveillance;
- f. Correlate, and assess foreign developments and progress in the field of volcanology for adoption to local situations;
- g. Study and recommend ways and means by which large areas devastated; by volcanic activity can be speedily rehabilitated;
- h. In times of eruptions, to complement the field personnel in evaluating the course and progress of the activity;
- i. Perform such other functions as may be provided by law.

#### Functions of the Geothermal Division

Sec. 18.3. The Geothermal Division shall have the following functions, among others:

- a. Catalog and prepare adequate maps showing the thermal areas of the Philippines with geothermal potentials;
- b. Conduct at its own initiative, or upon request of the National Power Corporation or other entities, preliminary surveys, experiments, and research investigation on possible industrial and other uses of geothermal energy;
- c. Undertake studies such as geological, geophysical, geochemical and thermal investigations, should preliminary findings indicate potentials of commercial importance, and undertake exploratory drilling to further probe the potential of the particular field;
- d. Conduct studies to determine the extent and nature of the reservoir and its potential, and recommend measures for the; efficient exploitation, as well as conservation, of geothermal resources in the country;
- e. Subsequently prepare plans for installation of a geothermal power pilot plant in the area investigated;
- f. Perform such tests as may be necessary to determine the nature, volume, and character of the steam available from exploratory drill holes of the area;
- g. Compile and cause to put into usable form the gathered data from such studies for the use of NPC or any other agency that will undertake the commercial development of the particular field; and
- h. Perform such other functions as may be provided by law.

#### Functions of the Field and Disaster Mitigation Division

Sec. 18.4. The Field and Disaster Mitigation Division shall have the following functions, among others.

- a. Formulate in advance detailed plans for act and relief in the event of the eruption of any volcano, and recommend such emergency measures as may be necessary to protect life and property in areas which may be affected by volcanic eruptions, including the declaration of certain areas as closed to human habitation or subject to regulation;
- b. Evaluate danger possibilities of volcanic activity and recommend precautionary measures to be followed in areas close to active volcanoes including the delimitation of danger zones and places of evacuation;
- c. Maintain and operate volcanological field stations and other installations of the Commission; and perform necessary daily observations and other surveillance work;
- d. Transmit such seismic, tilt, temperature, and visual observations to the Central Office for proper evaluation and action;
- e. During eruptions/ conduct as frequently as required proper observations-needed for an understanding of the course of the activity;
- f. Conduct surveys on volcanic areas that may be developed into points of attraction for tourists in collaboration with the proper tourist agency of the government;
- g. Collaborate with the National Disaster Coordinating Center during volcanic eruption or related emergencies, and furnish technical information and services to the Philippine National Red Cross and other relief organizations, mass media, and the general public; and
- h. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE NATIONAL WATER AND AIR POLLUTION CONTROL COMMISSION

Sec. 19. The National Water and Air Pollution Control Commission shall continue to maintain reasonable stand of purity of the waters and air; conduct studies on new methods and equipment for the control of air pollutants or treatment of domestic and industrial wastes; conduct surveys and investigations to determine if pollution exists and recommend installation of pollution control devices; and perform such other functions as may be provided by law.

The Commission, as graphically depicted in the following organization chart, shall discharge the above functions through its existing divisions supervised by the Office of the Executive Officer, namely: Administrative Division, Legal Division, Research and Development Division, Air Pollution Control Division, and Water Pollution Control Division.

#### FUNCTIONS OF THE ATTACHED AGENCIES

SEC. 20. The agencies attached to the Board for and program coordination shall continue to perform their present functions in accordance with the respective laws or charters creating them, except for the Pesticide Control and Research Committee and the Pollution Research Center of the Philippines, whose existence shall be in accordance with Paragraph 4. Article I, Chapter I, Part of the Plan.

#### TRANSITORY MEASURES

Sec. 21. In conformity with the foregoing organization and functional statements, you are hereby directed to with the assistance of the Budget Commission, the Civil Service Commission, and the Presidential Commission

**[Organization Chart 13. National Water and Air Pollution Control Commission]**

on Reorganization and submit within ninety days from the promulgation of Presidential Decree No. 1 for the approval of the Presidents the supplementary details relative to the Staffing Pattern for the Board, The Staffing Pattern, that shall be developed for purpose of this installation shall, insofar as practicable., be in accordance with the criteria specified in Paragraph 5 Article 1, Chapter I, Part XXIII on General Provisions of the Plan.

Sec. 22. Upon the approval of the Staffing Patter, referred to above, appointments will be made of the personnel to fill the positions authorized in said Staffing Pattern,

Sec. 23. All appointments to technical or scientific positions that shall be authorized under the Staffing Pattern referred to above shall, in general, be in accordance with qualification standards and salary ranges for each position duly approved by the Board of Governors.

Technical or scientific positions pertain to positions at the supervisory and senior levels, the duties and responsibilities of which are directly involved in substantive or scientific functions and operations and the qualification standards for which require at least a college degree or higher.

Sec. 24. All appointment's to non-technical or non-scientific positions that shall be authorized in said Staffing Pattern shall, in general, be in accordance with the merit requirements of the Civil Service Law and rules and duly approved qualification standards for each positions Provided, That in the case of new position titles, qualification standards therefor shall be developed by the Board, subject to approval by the President upon recommendation of the Civil Service Commissions Provided, further, That consideration for employment of non-technical or non-scientific personnel other than those of the agencies, and office affected by this implementation shall be made only after the personnel of such reorganized entities shall have been considered: Provided finally, That personnel actions pertaining to nontechnical or non-scientific positions which need to be taken as a result of the establishment of the said Staffing Pattern shall be in accordance with applicable Civil Service Law and Rules.

Non-technical ,or non-.scientific positions pertaining to: (a) positions at the "junior or journeyman level, the duties and responsibilities of which are directly involved in substantive or scientific functions and operations, and the qualification standards for which require a college degree or lower and with no experience requirements; (b) positions, the duties and responsibilities of which are involved in providing administrative or auxiliary and supportive services; or (c) positions which involve clerical, laboring, or general utility work.

Sec. 25. No original appointments to positions, except confidential positions, in the Staffing Pattern shall be made until ail employees in the agencies affected who meet the qualification standards approved by the Board of Governors pursuant to Sec. 23 hereof (in the case of technical or scientific positions) or as duly approved pursuant to Sec. 24 hereof (in the case of non-technical or non-scientific positions) shall have been absorbed to appropriate positions available. You shall furnish Civil Service Commission a certified list of all employees holding non-technical or non-scientific positions as a result of the implementation of the organizations.

Sec. 26. The position titles that shall be used in the Staffing Pattern for non-technical or non-scientific positions shall be tentative for purposes of initial appointments to positions provided therein. The position titles shall be subject to final determination allocation to appropriate classes, and salary ranges by WAPCO, upon conduct of the usual audit of the duties and responsibilities assigned to the positions.

Sec. 27. All initial appointments to positions in the Staffing Pattern shall be at the authorized or actual salaries of the incumbents appointed to the positions, whichever is higher. In the reallocation of appropriations authorized to be made under Section 30 of this Letter of Implementation, an adequate lump-sum amount shall be provide to take care where the actual salary of the appointees is more that the rate authorized.

Sec. 28. Salary increases as may result from appointments to non-technical or non-scientific positions in Staffing Pattern to be proposed shall be effective only after final determination and allocation of said positions by the WAPCO pursuant to Section 26 of this Letter of Implementation.

Sec 29. The selection and initial appointment of personnel for positions, except technical and scientific in the Staffing Pattern shall, be made with the assistance of a Committee to be composed of a representative each the Board Proper, Civil Service Commission, and Budget Commission; Provided, that in the consideration of persons to fill positions authorized for the agency or company units in the Board, a representative of the Agency or comparable unit involved shall sit and participate in deliberations of the committee.

#### REALLOCATION OF APPROPRIATIONS

Sec. 30. You are likewise directed to cause the preparation, in collaboration with the Budget Commission of the details of the Reallocation of Appropriations necessary to put into effect the implementation as prescribed by this Letter of Implementation in accordance to Paragraph 4, Article I, Chapter I, Part XXIII of the Plan. Pursuant to Paragraph 15, Article II, Chapter I, Part of the Plan, the reallocation of available appropriations for the Board having sole authority to determine the details of expenditures within the approved budgetary ceilings were required.

#### TIMING OF ADMINISTRATIVE ACTIONS

Sec. 31. You are hereby directed to effect the orderly scheduling of transfers, changes and other transitional actions required by the Plan and this Letter of Implementations: Provided, That all such actions shall be completed within the period prescribed in Paragraph 14; Article I, Chapter I, Part XXIII of the Plan reckoned from the date of issuance of Presidential Decree No. 1. In the interim, each entity affected shall continue to perform its functions until such time as you shall order change or cessation and each officer and employee shall continue to perform his duties and to exercise his authority until such time as you order otherwise but not beyond the termination of the transition period prescribed above.

Sec. 32. In the process of the selection of personnel to fill positions in the Staffing Pattern mentioned above, you are authorized to make the necessary changes in the personnel structure of the Board subjects the approval of the Office of the President, to correct inequities that in your opinion may have resulted from the preparation thereof: Provided, That any adjustment or adjustments that shall be made pursuant hereto shall not result in an increase in the total appropriations for personal services authorized for the Board.

Sec. 33. You are hereby finally directed to note and call the attention of the President to such provisions of Part XIII of the Plan or portions thereof which are inoperable under present conditions in view of Proclamation Order No. 1081 dated September 21, 1972 and which should be suspended until such time as their activation shall be possible.

Done in the City of Manila, this 17th day of November in the year of Our Lord, nineteen hundred and seventy-two.

(Sgd.) FERDINAND E. MARCOS  
President  
Republic of the Philippines

Source: Legislative Library, House of Representatives

Office of the President of the Philippines. (1972). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 15**

RELATIVE TO PART XIV ON LABOR, MANPOWER AND YOUTH DEVELOPMENT AND OTHER PERTINENT PROVISIONS OF THE INTEGRATED REORGANIZATION PLAN

TO:

The Secretary  
Department of Labor  
Manila

Pursuant to Presidential Decree No. 1, dated September 24, 1972, Reorganizing the Executive Branch of the National Government, you are hereby directed to implement Part XIV on Labor, Manpower and Youth Development and other pertinent provisions of the Integrated Reorganization Plan, hereinafter referred to as the "Plan," prepared by the Commission on Reorganization as follows:

**ORGANIZATION OF THE DEPARTMENT OF LABOR**

Section 1. The organization and functions of the Department of Labor, hereinafter referred to as the "Department," shall be in accordance with the provisions of Part XIV and other pertinent provisions of the Plan and the details contained in this Letter of Implementation. The Department shall have exclusive authority in the administration and enforcement of labor laws and such other laws as specifically assigned to it or to the Secretary of Labor.

Sec. 2. The organization of the Department, as graphically depicted in the following organization charts, shall consist of the Department proper composed of the immediate Office of the Secretary, the Planning Service, the Financial and Management Service, the Administrative Service, the Labor Statistics and Information Service, and the International Labor Affairs Service; the Bureau of Labor Relations; the Bureau of Labor Standards with a Labor Standards Commission attached to it; the Bureau of Women and Minors; the Bureau of Workmen's Compensation with a Workmen's Compensation Commission attached to it; the Bureau of Employment Services; the Bureau of Apprenticeship; and eleven regional offices.

The Wage Commission shall be under the administrative supervision of the Department, while the National Manpower and Youth Council shall be attached to the Department.

RELATIONSHIPS	BETWEEN	THE	DEPARTMENT	PROPER,
BUREAUS,	FIELD	OFFICES	AND	NATIONAL
MANPOWER AND YOUTH COUNCIL				

Sec. 3. The Office of the Secretary shall have

**[Organization Chart I: Department of Labor]**

direct line supervision over the bureaus and regional offices. It shall have responsibility for overseeing field operations to insure the judicious and effective implementation of the labor programs as initially drawn by the bureaus along their respective areas of expertise. It shall constantly draw from the bureaus such advice and assistance as may be necessary to successfully achieve the goals and objectives of the labor program.

Sec. 4. The bureaus of the Department shall be essentially staff in character, and as such shall exercise functional supervision over the regional and other field offices. They shall be primarily involved in the development of plans and programs within their respective functional specialization, and shall likewise develop related policies, guidelines and standards necessary in guiding the regional and field offices in the proper implementation of such plans and programs. Where necessary and as a means of assisting the Department proper in properly delineating the methods and plans of operation at the field level, they shall maintain communication and contact with the regional and other field offices for the purpose of updating established plans and programs and determining problems arising therefrom

Sec. 5. The regional and other field offices shall constitute the operating arms of the Department with responsibility for directly implementing the plans and programs drawn up by the staff bureaus and assigned by the Department Secretary in accordance with duly adopted policies, standards and guidelines. They shall be organized as miniature counterparts of the Department in the region and shall be vested with sufficient authority to undertake departmental operations within their respective jurisdictions. In the exercise of such authority they shall be directly responsible to the Secretary, and shall receive proper technical supervision from the staff bureaus.

Sec. 6. The National Manpower and Youth Council is attached to the Department for policy and program coordination. This shall be effected at various levels in the organizational structure. The Chairman of the Council, who is the Secretary of Labor, shall have general supervision over Secretariat functions undertaken pursuant to Council policies. Coordination shall likewise be effected between the Bureau of Manpower

Planning and Development and the National Manpower Skills Center of the Council with the appropriate staff bureaus of the Department.

#### FUNCTIONAL STATEMENTS OF THE DEPARTMENT OF LABOR

Sec. 7. In conformity with the above set of functional relationships, the functions, powers, duties and responsibilities of the various units of the Department shall be as follows:

##### OFFICE OF THE SECRETARY

Sec. 8. The Office of the Secretary shall consist of the Secretary of Labor, the Undersecretary of Labor, and the personnel in their immediate office. It shall be responsible for the adoption and promulgation of rules and regulations necessary to carry out departmental policies and objectives, and for exercising general supervision and control over the bureaus and offices of the Department.

##### Functions of the Secretary

Sec. 8.1. The functions of the Secretary shall be as follows:

1. Advise the President in the promulgation of executive orders, regulations, and decrees relative to matters under the jurisdiction of the Department;
2. Establish the policies and standards for the operation of the Department pursuant to the President's program of government;
3. Promulgate rules and regulations necessary to carry out Department objectives, policies, and functions;
4. Exercise supervision and control over all offices under the Department;
5. Delegate authority for the performance of any function to officers and employees under his direction; and
6. Perform such other functions as may be provided by law.



### Functions of the Undersecretary

Sec. 8.2. The functions of the Undersecretary shall be as follows:

1. Advise and assist the Secretary in the formulation and implementation of Department objectives and policies;
2. Oversee all the operational activities of the Department for which he shall be responsible to the Secretary;
3. Coordinate the programs and projects of the Department, and be responsible for its economical, efficient, and effective administration;
4. Serve as deputy to the Secretary in all matters relating to the operations of the Department; and
5. Perform such other functions as may be provided by law.

Sec. 8.3. When the Secretary is unable to perform his duties owing to illness, absence, or other cause, or in case of vacancy in the office, the Undersecretary shall temporarily perform the functions of said office.

### FUNCTIONS OF THE PLANNING SERVICE

Sec. 9. The Planning Service shall, among others, be responsible for providing the Department with economical, efficient, and effective services relating to planning, programming, and project development. It shall have a Planning and Programming Division and a Project Development and Evaluation Division with corresponding duties and responsibilities, as follows:

#### Functions of the Planning and Programming Division

Sec. 9.1. The Planning and Programming Division shall have the following functions, among others:

- a. Formulate long-range and annual plans and programs for the Department;
- b. Formulate basic policies and guidelines for the preparation of the departmental budget, including those for the detailed allocation of funds for capital outlays, and coordinate with the Budget Division in the preparation of the Department's budget;
- c. Formulate criteria for determining priorities for proposed projects, and accordingly select capital projects for funding and execution, including appropriate financing schemes;
- d. Undertake such re-programming as necessary in accordance with actual resources made available, including the determination of cut-backs and projects to be changed from unprogrammed to programmed category;
- e. Periodically evaluate performance reports and integrate project implication for aggregative planning;
- f. Maintain liaison with the central planning agency and other appropriate economic or planning bodies; and
- g. Perform such other functions as may be provided by law.

#### Functions of the Project Development and Evaluation Division

Sec. 9.2. The Project Development and Evaluation Division shall have the following functions, among others:

- a. Initiate and provide support for the development of projects by the various bureaus and offices of the Department in accordance with approved priority areas;
- b. Evaluate projects proposed by units of the Department according to technical and economic feasibility and prescribed standards;
- c. Undertake major project development activities;
- d. Review the progress of projects under implementation against set standards, objectives, and schedules; and
- e. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE FINANCIAL AND MANAGEMENT SERVICE

Sec. 10. The Financial and Management Service shall be responsible for providing the Department with staff advice and assistance on budgetary, financial, and management improvement matters. It shall have a Budget Division, an Accounting Division, and a Management Division with corresponding duties and responsibilities, as follows:

##### Functions of the Budget Division

Sec. 10.1. The Budget Division shall have the following functions, among others:

- a. Develop and improve budgetary methods, procedures and justifications;
- b. Provide, subject to budgetary ceilings, fund estimates in support of the Department's operations, plans, and programs;
- c. Assist management in the presentation of the Department's budgetary estimates before administrative and legislative bodies;
- d. Provide technical assistance to subordinate budget units in the application and utilization of budgetary methods and the budget system;
- e. Prepare annual financial work plans;
- f. Allocate, in coordination with the Planning Service, available funds to programs on the basis of approved guidelines and priorities;
- g. Issue allotment advice in support of the fund requirement for the conduct of the operations under each program;
- h. Review performance reports to determine conformance with set standards;
- i. Prepare financial reports for management guidance and as required by higher authorities; and
- j. Perform such other functions as may be provided by law.

##### Functions of the Accounting Division

Sec. 10.2. The Accounting Division shall have the following functions, among others.

- a. Advise management on financial matters;
- b. Prepare and submit financial reports to management and other government departments and agencies authorized to receive such reports;
- c. Maintain basic and subsidiary accounting records and books of accounts to reflect accurate and current financial information required by existing auditing rules and regulations and by management;
- d. Certify to the availability of funds, obligate funds, and issue Treasury Warrants to liquidate obligations;
- e. Process requisitions, vouchers, and reports of collections and disbursements;
- f. Prepare billings to debtors of the Department; and
- g. Perform such other functions as may be provided by law.

#### Functions of the Management Division

Sec. 10.3. The Management Division shall have the following functions, among others:

- a. Develop plan and program objectives relative to management improvement in the Department;
- b. Examine the administrative organization of the Department, and make recommendations for improvement;
- c. Maintain and update the Department's organization and other manuals;
- d. Undertake regular management surveys of organizational structure, manpower, and operations; study special problems as assigned; review existing methods, procedures, and systems, and make recommendations for improvement;
- e. Develop new and improved management system; exercise staff supervision over the implementation of such improvements; and provide training in the use of the system;
- f. Develop staffing standards and manpower requirements for the Department;
- g. Review internal control systems for safeguarding money and property to ascertain weaknesses and deficiencies requiring correction; and
- h. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE ADMINISTRATIVE SERVICE

Sec. 11. The Administrative Service shall be responsible for providing the Department with economical, efficient, and effective services relating to personnel, legal assistance, records, supplies, equipment, collection, disbursements, security, and custodial work. It shall have a Personnel Division, a Legal Division, and a General Services Division with corresponding duties and responsibilities, as follows:

#### Functions of the Personnel Division

Sec. 11.1. The Personnel Division shall have the following functions, among others:

- a. Advise management on personnel policy and administration;
- b. Develop and administer a personnel program which shall include selection and placement, classification and pay, career and employee development, performance rating, employee relations, and welfare services;
- c. Act on all matters concerning attendance, leaves of absence, appointments, promotions, transfers, and other personnel transactions;
- d. Conduct training programs in the Department, and assist in the selection of participants in local and foreign training grants, the latter in consultation with the International Labor Affairs Staff;
- e. Provide medical services pursuant to the provisions of R.A. 1054;
- f. Maintain personnel records and statistics; and
- g. Perform such other functions as may be provided by law.

#### Functions of the Legal Division

Sec. 11.2. The Legal Division shall have the following functions, among others:

- a. Provide legal advice to the Secretary, the Undersecretary, and the bureaus and offices of the Department;
- b. Interpret laws and rules affecting the operation of the Department;
- c. Prepare contracts and instruments to which the Department is a party, and interpret provisions of contracts covering work performed for the Department and private entities;
- d. Conduct administrative investigation including the review of administrative charges against employees of the Department;
- e. Assist in the promulgation of rules governing the activities of the Department;
- f. Prepare comments on proposed legislation concerning the Department;
- g. Assist the Solicitor General in court litigation in which the Department is involved; and
- h. Perform such other functions as may be provided by law.

#### Functions of the General Services Division

Sec. 11.3. The General Services Division shall have the following functions, among others:

- a. Provide policy guidance on the maintenance and disposition of records and on the procurement and storage of supplies in accordance with government prescribed standards;
- b. File and maintain necessary records and establish a records disposition program for the Department;
- c. Provide mail, transportation, custodial, security, and general utility services for the Department;

- d. Procure, store, and distribute supplies and equipment of the Department, and conduct periodic inventories of the same;
- e. Provide and coordinate messengerial, duplicating, and typing pool services;
- f. Receive, collect, and deposit cash, prepare payrolls and process vouchers for payment of the Department's obligations; and
- g. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE LABOR STATISTICS AND INFORMATION SERVICE

Sec. 12. The Labor Statistics and Information Service shall be responsible for providing the Department with economical, efficient, and effective services relating to labor research, statistics, and public information. It shall have a Labor Statistics Division and an Information Division.

##### Functions of the Labor Statistics Division

Sec. 12.1. The Labor Statistics Division shall have the following functions, among others:

- a. Compile, analyze, and integrate statistical data on labor, including operational statistics;
- b. Assist in the formulation of labor policy proposals and general economic guidelines;
- c. Develop projections and forecasts and prepare economic reports and review based on conducted research;
- d. Undertake continuing analysis of economic conditions and trends relating to labor; and
- e. Perform such other functions as may be provided by law.

##### Functions of the Information Division

Sec. 12.2. The Information Division shall have the following functions, among others:

- a. Develop programs to have the policies, plans, and activities of the Department properly understood by the public.
- b. Produce and disseminate media materials to implement the information program of the Department;
- c. Coordinate with the Department of Public Information; and
- d. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE INTERNATIONAL LABOR AFFAIRS SERVICE

Sec. 13. The International Labor Affairs Service shall, among others, be responsible for providing the Department with economical, efficient, and effective services relating to international labor matters, including representations with foreign governments and international organizations. It shall supervise and coordinate the labor attache program of the Department. It shall also undertake regulatory functions on overseas employment and the

formalization of shipping articles. It shall have an International Labor Relations Division, a Foreign Labor Operations Division, and an Overseas Employment Division.

Functions of the International Labor  
Relations Division

Sec. 13.1. The International Labor Relations Division shall have the following functions, among others:

- a. Advise management on international labor affairs;
- b. Make appropriate representations with foreign governments and international organizations, particularly the International Labor Organization, in the field of labor and manpower;
- c. Serve as the Department's machinery for consultation, collaboration, and mutual assistance with the ILO; prepare reports and other documents, in cooperation with government, employers, and workers organizations, on labor and social questions originating from the ILO; prepare the Government's reports on ILO Conventions ratified by the Philippines; assist Philippine delegations or representatives attending ILO conferences, meetings, and related activities; and formulate the Department's comments on Conventions and Recommendations adopted by the ILO for consideration by proper authorities;
- d. Serve as focal point in the Department for relations with UNDP, ILO and other organizations regarding programs and projects of technical cooperation; facilitate the participation of individuals in training grants, scholarships, and fellowships under these programs; and consolidate the Department's requests for technical assistance under the UNDP country program and other foreign aid schemes;
- e. Maintain relations with organization of employers and workers both here and abroad consistent with the tripartite nature of Philippine participation in ILO activities;
- f. Coordinate with international and foreign organizations in the formulation and implementation of population and family planning programs and activities in cooperation with workers and employers;
- g. Assist the Joint Base Labor Committee under the RP-US Offshore Labor Agreement; and
- h. Perform such other functions as may be provided by law.

Functions of the Foreign Labor Operations Division

Sec. 13.2. The Foreign Labor Operations Division shall have the following functions, among others:

- a. Supervise and coordinate the labor attaché program, the primary objective of which is the protection of and assistance to Filipino workers abroad, and oversee the overseas labor program;
- b. Analyze and evaluate reports and observations of the labor attaches; summarise such reports and, as necessary, recommend action thereon by the proper agency or agencies; prepare periodic summaries of labor situations affecting Filipino workers abroad and of significant developments abroad in the field of economic and social policy which are relevant to Philippine needs;
- c. Prepare official instructions and orders from Home Office to labor attaches concerning their respective duties and functions; facilitate, with the assistance of the administrative units concerned, provision of logistical and other Home Office support to enable them to carry out their activities efficiently and effectively; and handle reasonable needs of those assigned abroad;

d. Coordinate implementation, through the labor attaches, of special programs and activities of the government benefiting Filipino workers abroad, such as the RP-US Offshore Labor Agreement, dollar deposits, and remittance program; and

e. Perform such other functions as may be provided by law.

#### Functions of the Overseas Employment Division

Sec. 13.3. The Overseas Employment Division shall have the following functions, among others:

a. Receive, process, and recommend for approval applications for license or authority to recruit Filipino workers for overseas employment under existing laws and regulations;

b. Supervise and regulate the hiring of workers for overseas employment; determine compliance of their terms of employment, such as wages, hours, and other conditions, with existing Philippine laws; and take action, as necessary, on revocation of any license or authority issued to recruiters or hirers;

c. Assist in the planning, negotiation, and implementation of government-to-government agreements or arrangements in connection with the employment of Filipino workers abroad; and

d. Perform such other functions as may be provided by law.

### FUNCTIONS OF THE BUREAU OF LABOR RELATIONS

Sec. 14. The Bureau of Labor Relations shall perform primarily policy and program development and advisory functions for the Department in the administration and enforcement of laws relating to the conciliation of labor disputes, labor counselling and voluntary arbitration, registration, and supervision of labor unions, orientation for workers, and the examination of books of accounts and other financial records of legitimate labor organizations to determine compliance or non-compliance with the laws.

The Bureau, as graphically depicted in the following organization chart, shall have a Conciliation Division, a Labor Relations Division, a Labor Counseling Division, and a Labor Welfare Division with corresponding duties and responsibilities, as follows:

#### Functions of the Conciliation Division

Sec. 14.1. The Conciliation Division shall have the following functions, among others:

a. Formulate policies and programs relating to conciliation of labor disputes;

b. Develop standards and procedures for the guidance and compliance of regional offices;

c. Analyze and evaluate performance reports from the regional offices;

d. Maintain a compilation of all collective bargaining agreements, orders, awards, and decisions on industrial disputes and other data for the information and guidance of interested parties; and

#### **[Organization Chart II: Bureau of Labor Relations]**

e. Perform such other functions as may be provided by law.

#### Functions of the Labor Relations Division

Sec. 14.2. The Labor Relations Division shall have the following functions, among others:

- a. Formulate policies, programs, rules, and regulations relating to the registration and supervision of legitimate labor union activities, including denial, cancellation, and revocation of labor union permits and the examination of books of accounts and other financial records of legitimate labor organizations to determine compliance or non-compliance with the laws;
- b. Develop standards and procedures for the guidance and compliance of regional offices;
- c. Analyze and evaluate performance reports from regional offices;
- d. Maintain a master list of all unions registered with the regional offices; and
- e. Perform such other functions as may be provided by law.

#### Functions of the Labor Counseling Division

Sec. 14.3. The Labor Counseling Division shall have the following functions, among others:

- a. Formulate policies and programs relating to counseling and voluntary arbitration;
- b. Develop standards and procedures for the guidance and compliance of regional offices;
- c. Analyze and evaluate performance reports from regional offices;
- d. Provide consultative services to labor and management on counseling and voluntary arbitration matters; and
- e. Perform such other functions as may be provided by law.

#### Functions of the Labor Welfare Division

Sec. 13.4. The Labor Welfare Division shall have the following functions, among others:

- a. Formulate policies and programs, schemes, and projects, and provide technical assistance to regional offices relating to the proper orientation of workers on their rights and privileges under existing labor laws and the improvement of the standards of living of workers and their families;
- b. Develop standards and procedures for the guidance and compliance of regional offices;
- c. Analyze and evaluate performance reports from regional offices;
- d. Provide consultative services to labor and management on labor welfare matters; and
- e. Perform such other functions as may be provided by law.

### FUNCTIONS OF THE BUREAU OF LABOR STANDARDS

Sec. 15. The Bureau of Labor Standards shall perform primarily policy and program development and advisory functions for the Department in the administration and enforcement of laws relating to wages and hours and the health and safety of workers in centers of labor.



The Bureau, as graphically depicted in the following organization chart, shall have a Health and Safety Division, an Inspection Standards Division, and a Wage and Hour Division with corresponding duties and responsibilities, as follows:

**[Organization Chart III: Bureau of Labor Standards]**

Functions of the Health and Safety Division

Sec. 15.1. The Health and Safety Division shall have following functions, among others:

- a. Develop and establish safety standards and orders and prescribe uniform safety measures and devices in all places of employment in accordance with law;
- b. Develop, prescribe, and disseminate standards and measures to propagate safety consciousness and habits among workers;
- c. Develop and prescribe occupational health programs for workers in relation to their working environment, conducting appropriate tests for the purpose, to effectively prevent and control the occurrence of occupational injury and disease;
- d. Analyze and evaluate performance reports from the regional offices; and
- e. Perform such other functions as may be provided by law.

Functions of the Inspection Standards Division

Sec. 15.2. The Inspection Standards Division shall have the following functions, among others:

- a. Develop methods and procedures, set policy standards, and devise forms for the conduct of inspection in the enforcement of laws relating to wages and hours, the Woman and Child Labor Law, the Free Emergency Medical and Dental Treatment Law, the medical provisions of Republic Act No. 679, and those relating to the operation of boilers, pressure vessels, machinery, internal combustion engines, elevators, electrical equipment, wiring installations, and the construction, demolition, alteration, and use of commercial and industrial buildings and other work places;
- b. Analyze and evaluate inspection reports from the regional offices for compliance with the applicable standards, programs, and forms;
- c. Provide manuals and plan programs for the training of field personnel; and
- d. Perform such other functions as may be provided by law.

Functions of the Wage and Hour Division

Sec. 15.3. The Wage and Hour Division shall have the following functions, among others:

- a. Prepare rules and regulations and interpretative bulletins, and develop standard operating procedures and forms;
- b. Conduct studies on piece rates and other non-time wages to determine compliance with the Minimum Wage Law, or establish the rates that shall comply therewith;
- c. Provide technical and legal assistance to the Labor Standards Commission in the performance of its duties;

- d. Analyze and evaluate performance reports from the regional offices; and
- e. Perform such other functions as may be provided by law.

#### Functions of the Labor Standards Commission

Sec. 15.4. The Labor Standards Commission, which is attached to the Bureau of Labor Standards for proper coordination, shall have the following functions, among others:

- a. Review, revise, modify, or approve all rules and regulations prepared by the Bureau;
- b. Where authorized by applicable law, review, reverse, modify, or affirm on appeal decisions of a regional or district office involving money claims arising from violations of labor standards laws, including, but not limited to, unpaid wages, underpayment, overtime, separation pay, unpaid money value of maternity leaves of workers, and money claims of domestic helpers; and
- c. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE BUREAU OF WOMEN AND MINORS

Sec. 16. The Bureau of Women and Minors shall perform primarily policy and program development and advisory functions for the Department in the administration and enforcement of the Woman and Child Labor Law. The Bureau, as graphically depicted in the following organization chart, shall have a Women's Division and a Minors' Division with corresponding duties and responsibilities, as follows:

#### Functions of the Women's Division

Sec. 16.1. The Women's Division shall have the following functions, among others:

- a. Formulate policies and programs relating to the protection of working women, including improvement of their working conditions;
- b. Promulgate rules and regulations on laws regulating the employment of women;
- c. Analyze and evaluate performance reports from regional offices;
- d. Advise management on matters relating to working women; and
- e. Perform such other functions as may be provided by law.

#### **[Organization Chart IV: Bureau of Women and Minors]**

#### Functions of the Minors' Division

Sec. 16.2. The Minors' Division shall have the following functions, among others:

- a. Formulate policies and programs relating to the protection of working minors, including improvement of their working conditions;
- b. Promulgate rules and regulations on laws regulating the employment of minors;

- c. Analyze and evaluate performance reports from regional offices;
- d. Advise management on matters relating to working minors; and
- e. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE BUREAU OF WORKMEN'S COMPENSATION

Sec. 17. The Bureau of Workmen's Compensation shall perform primarily policy and program development and advisory functions for the Department in the administration and enforcement of the Workmen's Compensation Act.

The Bureau, as graphically depicted in the following organization chart, shall have a Claims Settlement Division, a Finance and Registration Division, an Evaluation Division, and a Compensation Security Division with corresponding duties and responsibilities, as follows:

##### Functions of the Claims Settlement Division

Sec. 17.1. The Claims Settlement Division shall have the following functions, among others:

- a. Develop standards and procedures relating to the processing of claims, adjudication of non-controverted cases, and the computation of compensation payments on the basis of established disability ratings;
- b. Analyze and evaluate performance reports from the regional offices;
- c. Appraise the computation of compensation in complicated cases upon request of the regional offices or the Workmen's Compensation Commission, as the case may be; and
- d. Perform such other functions as may be provided by law.

#### **[Organization Chart V: Bureau of Women's Compensation]**

##### Functions of the Finance and Registration Division

Sec. 17.2. The Finance and Registration Division shall have the following functions, among others:

- a. Formulate policies and programs relating to the registration of covered employers' establishments and the collection of requisite fees, contributions, and other assessments as provided by law;
- b. Develop standards and procedures for the registration of covered employers' establishments and the collection of yearly contributions to the Workmen's Compensation Fund in accordance with the law;
- c. Analyze and evaluate performance reports from regional offices;
- d. Prepare and maintain a master list of all registered employers' establishments classified as to capital, hazardous and less hazardous, nature of business and incidence of accidents;
- e. Determine amount of deficiency in the Workmen's Compensation Fund, and compute proportionate assessments, should there be any, upon both insurance carriers and self-insured employers; and
- f. Perform such other functions as may be provided by law.

#### Functions of the Evaluation Division

Sec. 17.3. The Evaluation Division shall have the owing functions, among others:

- a. Develop standards and procedures relating to the evaluation and rating of compensable disabilities;
- b. Analyze and evaluate performance reports from the regional offices;
- c. Appraise complicated disability rating cases or assist in the determination of the reasonable value of medical services furnished the claimants upon the request of the regional offices or the Workmen's Compensation Commission, as the case may be; and
- d. Perform such other functions as may be provided by law.

#### Functions of the Compensation Security Division

Sec. 17.4. The Compensation Security Division shall have the following functions, among others:

- a. Formulate policies and programs relating to security of workmen's compensation benefits through compulsory insurance;
- b. Develop standards and procedures for the processing and examination of workmen's compensation policies;
- c. Analyze and evaluate performance reports from the regional offices;
- d. Process applications for authority to act as self-insurers, including the determination of the amount of guarantee deposit as well as the sale or transfer ' of securities deposited;
- e. Determine the amount of deposit which the national, provincial, and municipal governments, as well as government corporations, should make to guarantee payment of compensation liabilities;
- f. Maintain a central record and master lists of self-insurers and employers covered by policies; and g# Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE WORKMEN'S COMPENSATION COMMISSION

Sec. 18. The functions, powers, duties, and responsibilities of the Workmen's Compensation Commission shall be the same as those provided by law.

The Commission, which is attached to the Bureau of Workmen's Compensation for proper coordination, shall retain its Legal Division and Dockets and Records Division which shall continue discharging their present functions .

#### FUNCTIONS OF THE BUREAU OF EMPLOYMENT SERVICES

Sec. 19. The Bureau of Employment Services shall perform primarily policy and program development and advisory functions for the Department in the administration and enforcement of all laws relating to the recruitment and placement of workers.

The Bureau, as graphically depicted in the following organization chart, shall have a Labor Market Information Division, an Employment Regulation Division, and an Employment Service Division with corresponding duties and responsibilities, as follows:

#### Functions of the Labor Market Information Division

Sec. 19.1. The Labor Market Information Division shall have the following functions, among others:

- a. Compile, tabulate, and analyze labor market data and other information;
- b. Formulate policies and programs and develop standards and procedures for the conduct of surveys to gather labor market data;
- c. Analyze and evaluate performance reports from regional offices; and
- d. Perform such other functions as may be provided by law.

#### Functions of the Employment Regulation Division

Sec. 19.2. The Employment Regulation Division shall have the following functions, among others:

- a. Formulate policies and programs and develop standards and procedures relating to the supervision and regulation of private employment agencies;
- b. Analyze and evaluate performance reports from regional offices; and
- c. Perform such other functions as may be provided by law.

#### Functions of the Employment Service Division

Sec. 19.3. The Employment Service Division shall have the following functions, among others:

- a. Formulate policies and programs and develop standards and procedures relating to placement services;
- b. Analyze and evaluate performance reports from regional offices;
- c. Act as coordinating center for inter-regional and intra-office exchange of job vacancies and related information for more effective placement services; and
- d. Perform such other functions as may be provided by law.

### FUNCTIONS OF THE BUREAU OF APPRENTICESHIP

Sec. 20. The Bureau of Apprenticeship shall perform primarily policy and program development and advisory functions for the Department in the administration and enforcement of the Apprenticeship Law.

The Bureau, as graphically depicted in the following organization chart, shall have an Apprenticeship Standards Division and an Apprenticeship Promotion Division with corresponding duties and responsibilities, as follows:

#### Functions of the Apprenticeship Standards Division

Sec. 20.1. The Apprenticeship Standards Division shall have the following functions, among others:

- a. Formulate policies, rules, regulations, standards, agreements (apprentice employment contracts), plans, projects, orders, and procedures on apprenticeship which may help meet the national requirements for skilled labor;
- b. Conduct research and analysis on trades, occupations, and other manual work activities existing in the country to determine the appropriateness thereof for apprentice training;

#### **[Organization Chart VI: Bureau of Apprenticeship]**

- c. Analyze and evaluate performance reports from regional offices; and
- d. Perform such other functions as may be provided by law.

#### **Functions of the Apprenticeship Promotion Division**

Sec. 20.2. The Apprenticeship Promotion Division shall have the following functions, among others:

- a. Plan, develop, and coordinate the general publicity and information program of the Bureau;
- b. Assist apprenticeship program promotion, development, and maintenance work in the regional offices by preparing hand-out materials on different aspects of apprenticeship; and
- c. Perform such other functions as may be provided by law.

#### **FUNCTIONS OF THE NATIONAL MANPOWER AND YOUTH COUNCIL**

Sec. 21. The National Manpower and Youth Council shall have the same organization and functions as now constituted in accordance with Republic Act No. 5462, otherwise known as the Manpower and Out-of-School Youth Development Act.

#### **FUNCTIONS OF THE WAGE COMMISSION**

Sec. 22. The Wage Commission, which shall be under the administrative supervision of the Department, shall have the same organization and functions as those provided under Republic Act No. 602 as further amended by Republic Act No. 6129.

#### **FUNCTIONS OF THE REGIONAL OFFICE**

Sec. 23. The Regional Office shall be responsible in the geographical area for the administration and enforcement of labor laws and other such laws as specifically assigned to the Department.

Sec. 24. Each Regional Office shall have the following functions among others:

- 1. Implement applicable laws as well as plans, programs, rules, and regulations of the Department;
- 2. Provide economical, efficient, and effective labor and manpower services to the people in the area;
- 3. Coordinate with the regional offices of other departments, bureaus, and agencies in the area;
- 4. Coordinate with the local government units in the area;

5. Exercise original and exclusive jurisdiction over workmen's compensation cases arising within the area; and
6. Perform such other functions as may be provided by law.

Each Regional Office, as graphically depicted in the following organization chart, shall have an Administrative Staff, a Field Services Division, an Employment Division, a Workmen's Compensation Division, and a Labor Relations Division with corresponding duties and responsibilities, as follows:

#### Functions of the Administrative Staff

Sec, 24.1. The Administrative Staff shall be

#### **[Organization Chart VII: Regional Office]**

responsible for providing the Regional Office with such services and assistance as may be necessary relating to personnel, budgetary and financial matters, supplies, equipment, collections, disbursements, records, security, custodial, and general utility work.

#### Functions of the Field Services Division

Sec. 24.2. The Field Services Division shall have the following functions, among others:

- a. Plan and program periodic inspection activities to insure compliance by all establishments and places of employment with all applicable labor laws;
- b. Conduct periodic and such other inspections, as may be necessary, of covered establishments or enterprises to check on compliance with applicable labor laws and their implementing rules and regulations;
- c. Make field administrative settlements and decisions within prescribed policy standards;
- d. Report all inspections conducted, whether routine or otherwise, in the prescribed form; and bring to the attention of the other divisions in the Regional Office matters discovered by inspectors/safety engineers which may require action by the other divisions;
- e. Process applications for permits and certificates other than those pertaining to health and safety for approval by the Regional Director and supervise the licensing and regulation of fee-charging private employment agencies for domestic employment;
- f. Conduct investigations relative to the issuance of permits and certificates In aid of its processing functions;
- g. Collect labor statistics as may be required of the Regional Office in coordination with the Labor Statistics and Information Service or any division which directly requires the statistical information;
- h. Register employers' establishments under the Workmen's Compensation Law in coordination with the Workmen's Compensation Division;
- i. Conduct seminars and other related activities to promote occupational health and safety consciousness among employers' and workers' groups;
- j. Prepare safety permits and certificates and approve technical plans as required by law;
- k. Supervise the distribution of benefits to sugar workers under Section 9 of the Sugar Act of 1952; and

l. Perform such other functions as may be provided by law.

#### Functions of the Workmen's Compensation Division

Sec. 24.3, The Workmen's Compensation Division shall have the following functions, among others:

- a. Receive and process all notices and claims for compensation of injured or sick employees or their dependents as well as reports of injuries and notices of controversion of employers within the region;
- b. Conduct such physical and medical examinations of injured claimants as may be necessary for purposes of evaluation and rating of disabilities;
- c. Render medical opinions and evaluate and rate compensable disabilities;
- d. Compute compensation on the basis of established disability ratings;
- e. Adjudicate non-controverted cases;
- f. Hear and adjudicate controverted cases;
- g. Supervise the payment of compensation for the protection of the claimants, particularly minors, subject to such policies and standards as may be issued by the Department and/or the Bureau of Workmen's Compensation;
- h. Maintain a records and dockets system for workmen's compensation cases;
- i. Register covered employers' establishments and collect the corresponding fees and such contributions as may be due from them under the Workmen's Compensation Law, availing itself whenever necessary for the purpose of the assistance of the Field Services Division;
- j. Secure compliance by the employers of their obligation to secure the payment of compensation through compulsory insurance, availing itself whenever necessary for the purpose of the assistance of the Field Services Division;
- k. In coordination with the Field Services Division, initiate investigations of accidents to determine liability of employers for additional compensation for failure or negligence to comply with safety rules and standards for the prevention of accidents and illnesses; and
- l. Perform such other functions as may be provided by law.

#### Functions of the Employment Division

Sec. 24.4. The Employment Division shall have the following functions, among others:

- a. Develop an effective network of placement offices in coordination with local civic and public leaders and groups;
- b. Maintain records of job applicants including their educational and skill qualifications and recommend job applicants on the basis of information obtained;
- c. Gather and process labor market statistics and information;
- d. Promote apprentice training in private industry and supervise the proper execution by both parties of apprenticeship programs and agreements;



- e. Prepare for the signature of the Regional Director duly executed apprenticeship programs and agreements and the corresponding certificates upon completion of training; and
- f. Perform such other functions as may be provided by law.

#### Functions of the labor Relations Division

Sec. 24.5. The Labor Relations Division shall have following functions, among others:

- a. Provide counseling services to labor and management;
- b. Conciliate and mediate in labor disputes;
- c. Register legitimate labor unions and supervise their activities, including denial, cancellation and revocation of their permits;
- d. Examine financial records of accounts of labor organizations to determine compliance or non-compliance with the law;
- e. Provide proper orientation to workers on their rights and privileges under existing labor laws;
- f. Develop schemes and projects for the improvement of the standards of living of workers and their families;
- g. Provide legal staff assistance to the regional office;
- h. Handle enforcement litigations in court;
- i. Effect, within prescribed policy standards, administrative settlements of money claims arising from violations of labor laws other than the Workmen's Compensation Law;
- j. Review for the Regional Director all regional field administrative settlements of labor cases; and
- k. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE DISTRICT OFFICES

Sec. 25. The proliferation of sub-units or field offices within the region shall be avoided; however, if it becomes necessary, district offices may be established under the supervision of the regional offices. District offices so established shall perform such functions and duties, and discharge such responsibilities as may be specifically delegated in writing by the regional directors.

#### TRANSITORY MEASURES

Sec. 26. In conformity with the foregoing organization and functional statements, you are hereby directed to prepare with the assistance of the Budget Commission, the Civil Service Commission, and the Presidential Commission on Reorganization and submit within ninety days from the promulgation of Presidential Decree No. 1 for the approval of the President supplementary details relative to the Staffing Pattern for the Department. The Staffing Pattern that shall be developed for purposes of this installation shall, insofar as practicable, be in accordance with the criteria specified in Paragraph 5, Article I, Chapter I of Part XXIII on General Provisions of the Plan.

Sec. 27. Upon the approval of the Staffing Pattern referred to above, appointments will be made of the personnel to fill the positions authorized in said Staffing Pattern.

Sec. 28. All appointments to the positions that shall be authorized under the Staffing Pattern referred to above shall, in general, be in accordance with the merit requirements of the Civil Service law and rules and duly approved qualification standards for each position: Provided, That in the case of new position titles, qualification standards therefor shall be developed by the Department, subject to approval by the President upon recommendation of the Civil Service Commission: Provided, further, That consideration for employment of persons other than those of the agencies and offices affected by this implementation shall be made only after the personnel of such reorganized entities shall have been considered: Provided, finally, That personnel actions shall be in accordance with Civil Service Rules.

Sec. 29. No original appointment to positions, except confidential positions, in the Staffing Pattern shall be made until all qualified employees in the agencies affected shall have been absorbed to appropriate positions available. You shall furnish the Civil Service Commission a certified list of all employees separated as a result of the implementation of the organization of the Department together with a justification for their separation.

Sec. 30. The position titles that shall be used in the Staffing Pattern shall be tentative for purposes of initial appointments to positions provided therein. The position titles shall be subject to final determination and allocation to appropriate classes and salary ranges by the WAPGO upon conduct of the usual audit of the duties and responsibilities assigned to the positions.

Sec. 31. All initial appointments to positions in the Staffing Pattern shall be at the authorized or actual salaries of the incumbents appointed to the positions, whichever is higher. In the reallocation of appropriations authorized to be made under Section 34 of this Letter of Implementation, an adequate lump-sum amount shall be provided to take care of all where the actual salary of the appointee is more than the rate authorized.

Sec. 32. Salary increases that may result from appointments to positions in the Staffing Pattern to be proposed shall be effective only after final determination and allocation of said positions by the WAPGO pursuant to Section 30 of this Letter of Implementation.

Sec. 33. The selection and initial appointment of personnel for positions in the Staffing Pattern shall be made with the assistance of a committee composed of a representative each of the Department proper, Civil Service Commission, and Budget Commission: Provided, That in the consideration of personnel to fill positions authorized for the bureaus or comparable units in the Department, a representative of the bureau or comparable unit involved shall sit and participate in the deliberations of the Committee.

#### REALLOCATION OF APPROPRIATIONS

Sec. 34. You are likewise directed to cause the preparation, in collaboration with the Budget Commission, of the details of the Reallocation of Appropriations necessary to put into effect the implementation as prescribed by this Letter of Implementation in accordance with Paragraph 4, Article I, Chapter I of Part XXIII of the Plan.

#### TIMING OF ADMINISTRATIVE ACTIONS

Sec. 35. You are hereby directed to effect the orderly scheduling of transfers, changes, and other transitional actions required by the Plan and this Letter of Implementation: Provided, That all such actions shall be completed within the period prescribed in Paragraph 14, Article I, Chapter I, Part XXIII of the Plan reckoned from the date of issuance of Presidential Decree No. 1. In the interim, each entity affected shall continue to perform its functions until such time as you shall order change or cessation and each officer and employee shall continue to perform his duties and to exercise his authority until such time as you order otherwise but not beyond the termination of the transition period prescribed above.

Sec. 36. In the process of the selection of personnel to fill the positions in the Staffing Pattern mentioned above, you are authorized to make the necessary changes in the personnel structure of the Department subject to the approval of the Office of the President to correct inequities that in your opinion may have resulted from the preparation

thereof: Provided, That any adjustment or adjustments that shall be made pursuant hereto shall not result in an increase in the total appropriations for personal services authorized for the Department.

Sec. 37. You are hereby finally directed to note and call the attention of the President to such provisions of Part XIV of the Plan or portions thereof which are inoperable under present conditions in view of Proclamation Order No. 1081 dated September 21, 1972 and which should be suspended until such time as their activation shall be possible.

Done in the City of Manila, this 17th day of November in the year of Our Lord, nineteen hundred and seventy-two.

(Sgd.) FERDINAND E. MARCOS  
President  
Republic of the Philippines

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1972). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 16**

RELATIVE TO PART XV ON SOCIAL WELFARE AND OTHER PERTINENT PROVISIONS OF THE  
INTEGRATED REORGANIZATION PLAN

TO:

The Secretary  
Department of Social Welfare  
Manila

Pursuant to Presidential Decree No. 1, dated September 24, 1972, Reorganizing the Executive Branch of the National Government, you are hereby directed to implement Part XV on Social Welfare and other pertinent provisions of the Integrated Reorganization Plan, hereinafter referred to as the "Plan," prepared by the Commission on Reorganization as follows:

**ORGANIZATION OF THE DEPARTMENT OF SOCIAL WELFARE**

Section 1. The organization and functions of the Department of Social Welfare, hereinafter referred to as the "Department," shall be in accordance with the provisions of Part XV and other pertinent provisions of the Plan and the details contained in this Letter of Implementation.

Sec. 2. The organization of the Department, as graphically depicted in the following organization charts, shall consist of the Department proper composed of the immediate Office of the Secretary, the Planning Service, the Financial and Management Service, the Administrative Service, and the Training and Relocation of Urban Squatters (CITRUS) under it; the Bureau of Assistance; and eleven regional offices. The Philippine Charity Sweepstakes Office is attached to the Department.

**RELATIONSHIP BETWEEN THE DEPARTMENT PROPER,  
BUREAUS AND FIELD OFFICES**

Sec. 3. The Office of the Secretary shall have direct line supervision over the bureaus and regional offices. It shall have responsibility for overseeing field operations to insure the judicious and effective implementation of the social welfare programs as

**[Organization Chart 1: Philippine Charity Sweepstakes Office]**

**[Organization Chart 2: Department of Social Welfare]**

initially drawn up by the bureaus along their respective areas of expertise. It shall constantly draw from the bureaus such advice and assistance as may be necessary to successfully achieve the goals and objectives of the Department;

Sec. 4. The bureaus of the Department shall be essentially staff in character and as such shall exercise functional supervision over the regional and other field offices. They shall be primarily involved in the development of plans and programs within their respective functional specialization and shall also develop functional specializations and shall also develop related policies, guidelines, and standards necessary in guiding the regional and field offices in the proper implementation of such plans and programs. They shall maintain continuing communication and contact with

the regional and other field offices for the purpose of updating established plans and programs and determining problems arising therefrom.

Sec. 5. The regional and other field offices shall institute the operating arms of the Department with responsibility for directly implementing the plans and programs drawn up by the staff bureaus and assigned by the Department Secretary in accordance with duly adopted policies, standards, and guidelines. They shall be organized as miniature counterparts of the Department in the region and shall be vested with sufficient authority to undertake departmental operations within their respective jurisdictions. In the exercise of such authority they shall be directly responsible to the Secretary and shall receive proper technical guidelines from the staff bureaus.

#### FUNCTIONAL STATEMENTS OF THE DEPARTMENT OF SOCIAL WELFARE

Sec. 6. In conformity with the above set of functional relationships, the functions, powers, duties and responsibilities of the various units of the Department shall be as follows:

##### OFFICE OF THE SECRETARY

Sec. 7. The Office of the Secretary shall consist of the Secretary, the Undersecretary, and the personnel in their immediate office. It shall be responsible for the adoption and promulgation of rules and regulations necessary to carry out departmental policies and objectives for exercising general supervision and control over bureaus and offices of the Department.

##### Functions of the Secretary

Sec. 7.1. The functions of the Secretary shall be as follows:

1. Advise the President in the promulgation of executive orders, regulations, and decrees relative to matters under the jurisdiction of the Department;
2. Establish the policies and standards for the operation of the Department objectives, policies and functions;
4. Exercise supervision and control over all bureaus and offices under the Department;
5. Delegate authority for the performance of any function to officers and employees under his direction; and
6. Perform such other functions as may be provided by law.

##### Functions of the Undersecretary

Sec. 7.2. The Undersecretary shall be a career administrator and shall:

1. Advise and assist the Secretary in the formulation and implementation of Department objectives and policies;
2. Oversee all the operational activities of the Department for which he shall be responsible to the Secretary;
3. Coordinate the programs and projects of the Department, and be responsible for its economical, efficient, and effective administration;
4. Serve as deputy to the Secretary in all matters relating to the operations of the Department; and
5. Perform such other functions as may be provided by law.

Sec. 7.3. When the Secretary is unable to perform his duties owing to illness, absence, or other cause, or in case of vacancy in the office, the Undersecretary shall temporarily perform the functions of said office.

## FUNCTIONS OF THE PLANNING SERVICE

Sec. 8. The Planning Service shall be responsible for providing the Department with economical, official and effective services relating to planning, programming and project development. It shall have a Program Plan and Evaluation Division and a Research and Statistics Division.

### Functions of the Program Planning and Evaluation Division

Sec. 8.1. The Program Planning and Evaluation Division shall have the following functions, among others:

- a. Formulate policies, standards and guidelines, rules, and regulations for effective program planning and project development, including the preparation of the departmental budget in coordination with the bureaus and the Budget Division;
- b. Prepare long-range and annual plans and programs for the Department in accordance with defined goals and objectives for social welfare and overall national development in coordination with the program bureaus;
- c. Undertake such re-programming as necessary in accordance with actual resources made available including the determination of cut-backs and projects to be included from unprogrammed to programmed category;
- d. Evaluate proposed projects and existing programs and projects according to technical and economic feasibility and prescribed standards;
- e. Conduct periodic evaluation of existing programs and projects to determine progress and integrate project implementation for aggregative planning;
- f. Initiate and provide support for the development of projects by the various bureaus and offices of the Department in accordance with approved priority areas;
- g. Maintain liaison with central planning agencies and other appropriate economic or social development planning bodies; and
- h. Perform such other functions as may be provided by law.

### Functions of the Research and Statistics Division

Sec. 8.2. The Research and Statistics Division shall have the following functions, among others;

- a. Formulate policies on research and statistics;
- b. Conduct or cause the conduct of basic research studies regarding needs, social situations and social problems including those requested by the different bureaus on the basis of program priorities;
- c. Compile, analyze, and integrate statistical data including operational statistics;
- d. Prepare the Department annual report;

- e. Establish a research exchange to insure the dissemination and exchange of research publications both local and foreign;
- f. Establish liaison with social scientists, educators, universities, and other research centers here and abroad; and;
- g. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE FINANCIAL AND MANAGEMENT SERVICE

Sec. 9. The Financial and Management Service be responsible for providing the Department with staff advice and assistance on budgetary, financial, and management improvement matters. It shall have a Budget Division, an Accounting Division, and a Management Division.

##### Functions of the Budget Division

Sec. 9.1. The Budget Division shall have the following functions, among others:

- a. Develop and improve budgetary methods, procedures, and justifications;
- b. Provide, subject to budgetary ceilings, fund estimates in support of the Department's operations, plans, and programs;
- c. Assist management in the presentation of the Department's budgetary estimates before administrative and legislative bodies;
- d. Provide technical assistance to subordinate budget units in the application and utilization of budgetary methods and the budget system;
- e. Prepare annual financial work plans;
- f. Allocate, in coordination with the Planning Service, available funds to programs on the basis of approved guidelines and priorities;
- g. Issue allotment advice in support of the fund requirement for the conduct of the operationsd under each program;
- h. Review performance reports to determine conformance with set standards;
- i. Prepare financial reports for management guidance and as required by higher authorities; and
- j. Perform such other functions as may be provided by law.

##### Functions of the Accounting Division

Sec. 9.2. The Accounting Division shall have the following functions, among others:

- a. Advise management on financial matters;
- b. Prepare and submit financial reports to management and other government departments and agencies authorized to receive such reports;

- c. Maintain basic and subsidiary accounting records and books of accounts to reflect accurate and current financial information required by existing auditing rules and regulations and by management;
- d. Certify to the availability of funds, obligate funds, and issue treasury warrants to liquidate obligations;
- e. Process requisitions, vouchers, and reports of collections and disbursements;
- f. Prepare billings to debtors of the National Government; and
- g. Perform such other functions as may be provided by law.

#### Functions of the Management Division

Sec. 9.3. The Management Division shall have the following functions, among others:

- a. Develop plans and program objectives relative to management improvement in the Department;
- b. Examine the administrative organization of the Department and make recommendations for improvement;
- c. Maintain and update the Department's organization and other manuals;
- d. Undertake regular management surveys of organizational structure, manpower and operations; study special problems as assigned; review existing methods, procedures, and systems; and make recommendations for improvement;
- e. Develop new and improved management systems; exercise staff supervision over the implementation of such improvements; and provide training in the use of the system;
- f. Develop staffing standards and manpower requirements for the Department;
- g. Review internal control systems for safeguarding money and property to ascertain weaknesses and deficiencies requiring correction; and
- h. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE ADMINISTRATIVE SERVICE

Sec. 10. The Administrative Service shall be responsible for providing the Department with economical efficient, and effective services relating to personnel legal assistance, information, records, supplies, equipment, collection, disbursements, security, and custodian work. It shall have a Personnel Division, a Legal Division and a General Services Division.

#### Functions of the Personnel Division

Sec. 10.1. The Personnel Division shall have the following functions, among others:

- a. Advise management on personnel policy and administration;
- b. Develop and administer a personnel program which shall selection and placement, classification and pay, career and employee development, performance rating, employee relations, and welfare services;



- c. Act on all matters concerning attendance, leaves of absence, appointments, promotions, transfers, and other personnel transactions;
- d. Provide medical services pursuant to the provisions of R.A. No. 1054;
- e. Maintain personnel records and statistics; and
- f. Perform such other functions as may be provided by law.

#### Functions of the Legal Division

Sec. 10.2. The Legal Division shall have the following functions, among others:

- a. Provide legal advice, the Undersecretary, and the bureaus and offices of the Department;
- b. Interpret laws and rules affecting the operation of the Department;
- c. Prepare contracts and instruments to which the Department is a party, and interpret provisions of contracts covering work performed for the Department by private entities;
- d. Conduct administrative investigation, including the review of administrative charges against employees of the Department;
- e. Assist in the promulgation of rules governing in the activities of the Department;
- f. Prepare comments on proposed legislation concerning the Department;
- g. Assist the Solicitor General in court litigation in which the Department is involved; and
- h. Perform such other functions as may be provided by law.

#### Functions of the General Services Division

Sec. 10.3. The General Services Division shall have the following functions, among others:

- a. Provide policy guidance on the maintenance and disposition of records and on the procurement and storage of supplies in accordance with government prescribed standards;
- b. File and maintain necessary records and establish a records disposition program for the Department;
- c. Provide mail, transportation, custodial, and general utility services for the Department;
- d. Procure, store, and distribute supplies and equipment of the Department, and conduct periodic inventories of the same;
- e. Provide and coordinate messengerial, duplicating, and typing pool services;
- f. Receive, collect, and deposit cash, prepared payrolls and process vouchers for payment of the Department's obligation; and
- g. Perform such other functions as may be provided by law.

## FUNCTIONS OF THE TRAINING AND INFORMATION SERVICE

Sec. 11. The Training and Information Service shall, among others, be responsible for providing the Department with operational and substantive training of social workers, both from the private and government sectors, for career and staff development and for the dissemination of information. To carry out such functions, it shall have a Training Division and a Publication and Information Division. It shall, moreover operate a National Social Work Training Laboratory to provide a complex of facilities for testing the applicability of social work theories and approaches within the milieu of social welfare practice in the Philippines.

### Functions of the Training Division

Sec. 11.1. The Training Division shall have the following functions, among others:

- a. Formulate training policies, develop training standards, and coordinate and collaborate with all bureaus in the Department in making periodic studies to determine training needs;
- b. Plan, develop, and facilitate a continuing program of training for all levels and categories of staff, students of social work and its allied disciplines, and third-country participants;
- c. Provide internship programs and field instructions for students of social work and its allied disciplines;
- d. Provide internship programs and field instruction for students of social work and its allied disciplines;
- e. Provide technical services and coordination to the area training center;
- f. Produce and document indigenous instructional materials;
- g. Provide cooperative and supportive services related to staff development or training activities; and
- h. Perform such other functions as may be provided by law.

### Functions of the Publication and Information Division

Sec. 11.2. The Publication and Information Division shall have the following functions, among others:

- a. Plan, develop, and maintain an information and publication program directed towards promoting public education and support for social welfare programs;
- b. Maintain a continuing public information program to insure the competent and effective interpretation of Department policies and programs for local and foreign consumption;
- c. Produce social work literature for informational purposes;
- d. Prepare and disseminate publication in social welfare;
- e. Operate and maintain the Department Library;
- f. Serve as the central information staff and provide consultative services on publication and information relating to social welfare matters;
- g. Coordinate with the Department of Public Information; and

h. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE BUREAU OF FAMILY AND CHILD WELFARE

Sec. 12. The Bureau of Family and Child Welfare shall be responsible for formulating policies and procedures, advising and assisting in the implementation of (a) social welfare services which will promote the social development of families, prevent family disorganization and develop population awareness, social consciousness and civic responsibility, and (b) program for the care, protection, training, rehabilitation, and development of children, such as the abused, abandoned, neglected and handicapped.

The Central Institute for the Training and Relocation of Urban Squatters (CITRUS) shall serve as the laboratory for the social and economic development of relocated squatters with the end in view of improving patterns of human settlements.

Sec. 12.1. The Bureau shall have the following functions, among others:

a. Formulate and develop plans, programs, operating standards, and administrative techniques for the promotion of the objectives and functions of the Bureau;

b. Administer and evaluate operation of demonstration projects in selected areas, including the Central Institute for the Training and Relocation of Urban Squatters and the Reception and Study Center for children, to test and demonstrate developments in policies, methods, operating standards and administrative techniques in the implementation of such services and programs;

c. Advise and assist the Office of the Secretary on matters pertaining to the Bureau's area of specialization;

d. Provide consultative and advisory services to the regional offices of the Department;

e. Develop accreditation standards and coordinate programs with private and governmental agencies engaged in child welfare, family welfare, community welfare, and the social and economic development of relocated squatters; and

f. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE BUREAU OF YOUTH WELFARE

Sec. 13. The Bureau of Youth Welfare shall be responsible for formulating policies and procedures, developing programs and standards, and providing consultative service and assistance in the implementation of developmental services to youth, through comprehensive and diversified services for the economic and social development of pre-delinquents, delinquents, drug addicts, handicapped, those who have left school, those with behavior and emotional problems, those with problem of social relationship, migrants, and all other youth.

Sec. 13.1. The Bureau shall have the following functions, among others:

a. Formulate and develop plans, policies, programs, schedules and operating standards for the total well being of youth as well as for the care, protection, training and rehabilitation of exploited, neglected, retarded, handicapped, or delinquent youth and other special youth groups with emphasis on their social adjustments and preparation for participation in economically productive activities;

b. Advise and assist the Office of the Secretary on matters pertaining to the Bureau's area of specialization;

- c. Provide consultative and technical advisory services to the regional offices, operating agencies as well as assist in the implementation of preventive and developmental services for the socio-economic development for youth as encompassed in the comprehensive youth welfare programs;
- d. Initiate and administer national laboratory centers for demonstrations, experimentation, centers for demonstrations, experimentation, training and research purposes in coordination with entities concerned;
- e. Provide technical and consultative services to local governments and voluntary agencies in the development, supervision, and evaluation of youth welfare plans, programs and service and extend financial grants or other assistance as may be needed to implement such programs;
- f. Develop standards for private and public institutions or agencies engaged in youth welfare and act as the accrediting or licensing agency of the government, for these agencies;
- g. Enter into any agreement with private organization or agencies in relation to the establishment of youth programs and services in accordance with approved regulations;
- h. Develop plans, programs, operating standards, and administrative techniques for the promotion of the objectives and functions of the Bureau; and
- i. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE BUREAU OF REHABILITATION

Sec. 14. The Bureau of Rehabilitation shall be responsible for providing not only vocational training but also social and other rehabilitation services. It shall have, among others, the functions of formulation, administering, developing and implementing vocational and rehabilitation services to persons of working age who are disabled or socially disadvantaged, including the aged. These include the administering developing and implementing of rehabilitation programs of the substitute homes and demonstration rehabilitation projects and the treatment and rehabilitation center for drug dependents. The Bureau of Rehabilitation shall be responsible for the rehabilitation of narcotic addicts in cooperation with other bureaus concerned.

Sec. 14.1. The Bureau of Rehabilitation shall have the following functions, among others:

- a. Formulate and develop plans, policies, and programs for vocational, social, and other rehabilitation services to the disabled, physically and mentally handicapped and the socially disadvantaged, including the aged;
- b. Advise and assist the Office of the Secretary on matters on pertaining to the Bureau's area of specialization;
- c. Administer national laboratory centers for demonstrations, experimentation, training and research in cooperation with entities concerned. These shall include, among others, the national rehabilitation training center, the rehabilitation guidance clinic, substitute homes and rehabilitation center for drug dependents;
- d. Develop selective employment programs to include, among others, sheltered workshop operations with adequate revolving funds, cooperatives, small business and special employment exchange. Establish district sheltered workshops as a cooperative effort with local government and the private sector;
- e. Maintain a settlement and revolving fund which shall be used to support projects of the Bureau;
- f. Develop accreditation standards for private and public institutions engaged in rehabilitation activities and recommend grants-in-aid to local agencies and individuals in the development of such programs;

g. Provide consultative and technical advisory services to the regional offices of the Department, public as well as private facilities rendering vocational, social and other rehabilitation programs; and

h. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE BUREAU OF ASSISTANCE

Sec. 15. The Bureau of Assistance shall be responsible for formulating, administering, developing and implementing social welfare services and social action programs related to the relief and rehabilitation of victims of natural disasters and calamities, and in areas facing unusual or critical situations, such as those resulting from social and cultural upheavals, the relocation of squatters, and of other assistance, such as food programs, funded locally, nationally or internationally.

Sec. 15.1. The Bureau of Assistance shall have the following functions, among others:

a. Formulate and develop plans, programs, operating standards and administrative techniques for the promotion of the objectives and functions of the Bureau;

b. Advise and assist the Office of the Secretary on matters pertaining to the Bureau's area of specialization;

c. Develop and administer programs for immediate services to victims of disasters, natural and man-made; for displaced families as a result of social and cultural upheavals; and for assistance programs in the form of financial aid and food programs funded locally, nationally or internationally;

d. Coordinate with other agencies on plans for the rehabilitation of disaster families; the relocation and resettlement of needy squatter families and the effective implementation of food programs especially those funded internationally;

e. Develop accreditation standards for private and public agencies or groups implementing the assistance program;

f. Provide consultative and technical advisory services to the regional offices of the Department; and

g. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE REGIONAL OFFICE

Sec. 16. The Regional Office shall be responsible in the geographical area for social welfare services including the implementation of R.A. 4075 (Solicitation Permit), subject to the technical supervision, policies, and standards established by the staff bureaus.

Sec. 16.1. The Regional Office shall have the following functions, among others:

a. Implement laws, policies, plans, programs, rules and regulations of the Department or agency in the regional area;

b. Provide economical, efficient, and effective services to the people in the area;

c. Coordinate with local government units in the area;

d. Coordinate with regional offices of other departments, bureaus, and agencies in the area; and

e. Perform such other functions as may be provided by law.

Sec. 16.2. Each Regional Office, as graphically depicted in the following organization chart, shall have a Program Division, an Administrative Division, and an Area Training Center where necessary, with corresponding duties and responsibilities, as follows:

#### Functions of the Program Division

Sec. 16.3. The Program Division shall constitute the staff of the Regional Director in the formulation and evaluation of the execution of plans and programs in the substantial functions of the Department in the region. It shall have the following functions, among others:

#### **[Organization Chart 3: Regional Office]**

- a. Consolidate plans and coordinate implementation of all programs developed by the program bureaus for the field offices;
- b. Evaluate field operation activities, recommend modifications in the implementation or termination of programs wherever necessary. Advise the Regional Director on field developments;
- c. Provide technical assistance to the region on matters concerning social services for family and child welfare, youth welfare, rehabilitation and assistance;
- d. Perform other related functions as may be directed by the Regional Director; and
- e. Perform such other functions as may be provided by law.

#### Functions of the Administrative Division

Sec. 16.4. The Administrative Division shall have the following functions, among others:

- a. Administer a personnel management program which shall include action on various personnel transactions, and dissemination of laws, rules and regulations on personnel;
- b. Prepare, submit, execute and control the budget for the region;
- c. Keep in custody funds of the region and approved monetary claims;
- d. Prepare and maintain books of accounts;
- e. Procure, supplies, keep records, provide janitorial services, security and other general services;
- f. Provide consultative services to field offices in administrative matters;
- g. Perform such other administrative functions as may be directed by the Regional Director; and
- h. Perform such other functions as may be provided by law.

#### Functions of the Area Training Center

Sec. 16.5. The Area Training Center shall have the following functions, among others:

- a. Recommend training policies to the Chief of the Training and Information Service and contribute to the development of training standards;
- b. Plan and conduct periodic studies to determine training needs in coordination and collaboration with the Program Division of the regional offices within the area;
- c. Plan, develop and conduct training programs for all levels and categories of staff students of social work and its allied disciplines and third-country participants in accordance with policies and standards by the Training and Information Services and in coordination with all staff concerned in the regional offices;
- d. Provide consultative services on all staff development and training activities within the area; and
- e. Perform such other functions as may be provided by law.

The Department shall establish area training centers only in such regions as may be necessary, subject to the availability of funds.

Sec. 16.6. The Provincial and City Offices shall be under the direct supervision of their respective regional offices. The municipal/district offices shall be under the supervision of their respective provincial/city offices.

#### TRANSITORY MEASURES

Sec. 17. In conformity with the foregoing organization and functional statements, you are hereby directed to prepare with the assistance of the Budget Commission, the Civil Service Commission, and the Presidential Commission on Reorganization and submit within ninety days from the promulgation of Presidential Decree No. 1 for the approval of the President supplementary details relative to the Staffing Pattern for the Department. The Staffing Pattern that shall be developed for purposes of this installation shall, insofar as practicable, be in accordance with the criteria specified in Paragraph 5, Article I, Chapter I of Part XXIII on General Provisions of the Plan.

Sec. 18. Upon the approval of the Staffing Pattern referred to above, appointments will be made of the personnel to fill the positions authorized in said Staffing Patterns.

Sec. 19. All appointments to the positions that shall be authorized under the Staffing Pattern referred to above shall, in general, be in accordance with the merit requirements of the Civil Service law and rules and duly approved qualification standards for each position: Provided, That in the case of new position titles, qualification standards therefor shall be developed by the Department, subject to approval by President upon recommendation of the Civil Service Commission: Provided, further, That consideration for employment of persons other than those of the agencies and offices affected by this implementation shall be made only after the personnel of such reorganized entities shall have been considered: Provided, finally, That personnel actions which need to be taken as a result of the establishment of the said Staffing Pattern shall be in accordance with applicable Civil Service law and rules.

Sec. 20. No original appointments to positions, except confidential positions, in the Staffing Pattern shall be made until all qualified employees in the agencies affected shall have been absorbed to appropriate positions available. You shall furnish the Civil Service Commission with a certified list of all employees separated as a result of the implementation of the organization of the Department together with justification for their separation.

Sec. 21. The position titles that shall be used in the Staffing Pattern shall be tentative for purposes of initial appointments to positions provided therein. The position titles shall be subject to final determination and allocation to appropriate classes and salary ranges by WAPCO upon conduct of the usual audit of the duties and responsibilities assigned to the positions.

Sec. 22. Initial appointment to a position in the Staffing Pattern shall be at the authorized or actual salary of the incumbent appointed to the position, whichever is higher. In the reallocation of appropriations authorized to be made

under Section 25 of this Letter of Implementation, an adequate lump-sum amount shall be provided to take care of all cases where the actual salary of the appointee is more than the rate authorized.

Sec. 23. Salary increases as may result from appointments to positions in the Staffing Pattern to be proposed shall be effective only after final determination and allocation of said positions by the WAPCO pursuant to Section 21 of this Letter of Implementation.

Sec. 24. The selection and initial appointment of personnel for positions in the Staffing Pattern shall be made with the assistance of a Committee composed of a representative each of the Department proper, the Civil Service Commission, and Budget Commission: Provided, That in the consideration of personnel to fill positions authorized for the bureaus or comparable units in the Department, a representative of the bureau or comparable unit involved shall sit and participate in the deliberations of the Committee.

#### REALLOCATION OF APPROPRIATIONS

Sec. 25. You are likewise directed to cause the preparation, in collaboration with the Budget Commission of the details of the Reallocation of Appropriations necessary to put into effect the implementation as prescribed by this Letter of Implementation in accordance with Paragraph 4, Article I, Chapter I of Part XXIII of the Plan.

#### TIMING OF ADMINISTRATIVE ACTIONS

Sec. 26. You are hereby directed to effect the orderly scheduling of transfers, changes and other transitional actions required by the Plan and this Letter of Implementation: Provided, That all such actions shall be completed within the period prescribed in Paragraph 14, Article I, Chapter I, Part XXIII of the Plan reckoned from the date of issuance of Presidential Decree No. 1. In the interim, each entity affected shall continue to perform its functions until such time as you shall order change or cessation and each officer and employee shall continue to perform its duties and to exercise his authority until such time as you order otherwise but not beyond the termination of the transition period prescribed above.

Sec. 27. In the process of the final selection of personnel to fill positions in the Staffing Pattern mentioned above, you are authorized to make the necessary changes in the personnel structure of the Department subject to the approval of the Office of the President, to correct inequities that in your opinion may have resulted from the preparation thereof: Provided, That any adjustment or adjustments that shall be made pursuant hereto shall not result in an increase in the total appropriations for personal services authorized for the department.

Sec. 28. You are hereby finally directed to \_\_\_\_\_ and call attention of the President to such provision of Part XV of the Plan or portions thereof which are inoperable under the present conditions in view of the Proclamation Order No. 1081 dated September 21, 1972 and which should be suspended until such time as this activation shall be possible.

Done in the City of Manila, this 17th day of November, in the year of Our Lord, nineteen hundred and seventy-two.

(Sgd.) FERDINAND E. MARCOS  
President  
Republic of the Philippines

**Source: Legislative Library, House of Representatives**

Office of the President of the Philippines. (1972). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.



MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 17**

RELATIVE TO PART III ON CIVIL SERVICE AND OTHER  
PERTINENT PROVISIONS OF THE INTEGRATED  
REORGANIZATION PLAN

TO:

The Chairman  
Civil Service Commission  
Manila

Pursuant to Presidential Decree No. 1, dated September 24, 1972, Reorganizing the Executive Branch of the National Government, you are hereby directed to implement Part III on Civil Service and other pertinent provisions of the Integrated Reorganization Plan, hereinafter referred to as the "Plan," prepared by the Commission on Reorganization as follows:

**ORGANIZATION OF THE CIVIL SERVICE COMMISSION**

Section 1. The organization and functions of the Civil Service Commission, hereinafter referred to as the "Commission," shall be in accordance with the provisions of Part III and other pertinent provisions of the Plan and the details contained in this Letter of Implementation.

Sec. 2. The organization of the Commission, as graphically depicted in the following Organization Chart, shall

[Organization Chart 1. **CIVIL SERVICE COMMISSION**]

consist of the Commission proper composed of the Chairman and the two other Commissioners sitting as a body, Office of the Chairman, Planning and Management Service, Administrative Service, Office of Recruitment, Examination and Appointments, Office of Career and Employee Development, Office of Personnel Relations, and eleven regional offices. Attached to the Commission for policy and program coordination and integration are the Career Executive Service Board and the Boards of Examiners.

**RELATIONSHIPS BETWEEN THE COMMISSION PROPER,  
OFFICES, AND REGIONAL OFFICES**

Sec. 3. The Commission proper, through the Office of the Chairman, shall have direct line supervision over the Offices and regional offices. It shall have responsibility for overseeing field operations to insure the judicious and effective implementation of the civil service law and rules and other rules governing public personnel administration and duly established plans and programs in accordance with policies, standards, and guidelines developed and formulated by its Offices along their respective areas of expertise. It shall constantly draw from its Offices such advice and assistance as may be necessary to successfully achieve the goals and objectives of personnel management in the government service.

It shall likewise have responsibility for those functions and activities which transcend regional boundaries and require central and/or inter-regional action.

Sec. 4. The Offices of the Commission shall be essentially staff in character and as such shall exercise functional supervision over the regional offices. They shall primarily involved in the development of plans and programs within their respective functional specializations and shall likewise develop related policies, guidelines, and standards necessary in guiding the regional offices in the proper implementation of such plans and programs. They shall establish and maintain continuing communication and contact with the regional offices to keep apprised of trends, developments, and problems arising from field operations which may require revisions or adjustments in plans, programs, and policies and the adoption of new techniques, procedures, and strategies in the promotion of a merit-oriented career service. Where necessary and as a means of assisting the regional offices in the exercise of delegated authority, they shall conduct periodic audit and program evaluation on basis of their respective functional specializations.

Sec. 5. The regional offices shall constitute the operating arms of the Commission with responsibility for directly implementing the plans and programs drawn up by the Commission proper and assigned by the Chairman in accordance duly established policies, standards, and guidelines. They shall be organized as miniature counterparts of the Commission in the regions; they shall be directly responsible to the Office of the Chairman and shall receive proper technical advice from the Offices of the Commission.

#### FUNCTIONAL STATEMENTS OF THE CIVIL SERVICE COMMISSION

Sec. 6. In conformity with the above set of functional relationships, the functions, powers, duties, and responsibilities of the various units of the Commission shall be as follows:

#### FUNCTIONS OF THE COMMISSION PROPER

Sec. 7. The Commission proper shall consist of the Commissioners sitting as a body and is composed of a Chairman and two members. Its functions shall be as follows:

1. Promulgate policies, rules, and standards for the civil service;
2. Adopt plans and programs to promote economical, efficient, and effective personnel administration in the government;
3. Hear and decide administrative cases brought before the Commission on appeal from the decision of the department or agency head;
4. Advise the President on matters involving personnel management in the government;
5. Submit annual and special reports to the President on important personnel management activities and make such recommendations as may more effectively accomplish the purposes of civil service laws, rules, and regulations;
6. Adopt policies to carry out the goals and objectives of the Commission;
7. Approve the annual and supplemental budgets of the Commission; and
8. Perform such other functions as may be provided by law.

## FUNCTIONS OF THE OFFICE OF THE CHAIRMAN

Sec. 8. The functions of the Office of the Chairman shall be as follows:

1. Direct the operations of the Commission subject to the policies adopted by the Commission proper including those on internal administrative matters;
2. Establish standard operating procedures of the Commission pursuant to the policies adopted by the Commission proper;
3. Prepare the agenda for, and preside at meetings of, the Commission proper;
4. Transmit to the President rules, regulations, and other guidelines adopted by the Commission proper which require Presidential attention and/or approval including annual and other periodic reports as may be necessary;
5. Appoint and discipline personnel of the Commission subject to confirmation by the Commission proper;
6. Submit the annual and supplemental budgets of the Commission for the consideration and approval of the Commission proper;
7. Delegate authority for the performance of any function to officers and officials under his direction;
8. Ensure that the policies and programs of the boards attached to the Commission are properly coordinated with the overall policies and programs of personnel management in the government;
9. Take appropriate action on any questions arising from the conduct, administration, and release of results of examinations submitted by the various boards of examiners and on appeals from decisions of the boards pursuant to Paragraph 2, Article VII, Chapter I, Part I of the Plan; and
10. Perform such other functions as may be provided by law.

## FUNCTIONS OF THE PLANNING AND MANAGEMENT SERVICE

Sec. 9. The Planning and Management Service shall be responsible for providing the Commission with economical, efficient, and effective services relating to policy development, program planning, research and statistics, and budgetary and management services.

The Service, as graphically depicted in the following organization chart, shall have a Planning and Research Division, a Management Division, and a Budget Division with corresponding duties and responsibilities, as follows:

### Functions of the Planning and Research Division

Sec. 9.1. The Planning and Research Division shall have the following functions, among others:

- a. Formulate long-range and annual plans and programs for the Commission;
- b. Formulate criteria for determining priorities for proposed projects of the Commission and accordingly select capital projects for funding

[Organization Chart 2. **PLANNING AND MANAGEMENT SERVICE**]

and execution including appropriate financing schemes;

c. Evaluate periodically performance reports, and integrate project implication for aggregative planning;

d. Provide technical support for the development of plans, work programs, and projects by the different services and offices of the Commission;

e. Evaluate projects proposed by the services and offices of the Commission according to technical and economic feasibility and prescribed standards;

f. Review the progress of projects under implementation against set standards, objectives, and schedules;

g. Compile, analyze, and integrate personnel data emanating from the different departments, bureaus, and agencies of the government to provide empirical basis for the formulation and updating of the Commission's annual and long-range programs;

h. Conduct studies and researches necessary for the planning and programming of Commission activities;

i. Assist in the preparation of the Commission's annual and other periodic reports for submission to higher authorities; and

j. Perform such other functions as may be provided by law.

#### Functions of the Management Division

Sec. 9.2. The Management Division shall have the following functions, among others:

a. Formulate plan and program objectives relative to management improvement in the Commission;

b. Review existing methods, procedures, and systems in the Commission, and make recommendations for improvement;

c. Study and evaluate on a continuing basis the Commission's organization structure, functional relationships, accountability patterns, and related matters and recommend appropriate measures for improvement;

d. Undertake regular management surveys and audits of the Commission, including its field offices, on specific management problems, and make recommendations for improvement;

e. Develop staffing standards and manpower requirements for the Commission;

f. Review internal control systems for safeguarding money and property to ascertain weaknesses and deficiencies;

g. Maintain and update the Commission's organization and other manuals; and

h. Perform such other functions as may be provided by law.

#### Functions of the Budget Division

Sec. 9.3. The Budget Division shall have the following functions, among others:

- a. Provide, subject to budgetary ceilings, budget estimates in support of Commission plans, programs, and operations;
- b. Assist management in the presentation of the Commission's budgetary estimates before administrative and legislative bodies;
- c. Provide technical assistance to the different offices and services of the Commission in the development of budgetary procedures and application of budgetary instructions;
- d. Prepare annual financial work plans;
- e. Prepare financial reports for management guidance and as required by higher authorities;
- f. Allocate available funds for Commission programs on the basis of approved guidelines and priorities;
- g. Evaluate the monthly accomplishments of the different offices and services of the commission in connection with the preparation of the monthly financial reports; and
- h. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE ADMINISTRATIVE SERVICE

Sec. 10. The Administrative Service shall be responsible for providing the Commission with well-planned, directed, and coordinated services relating to personnel, records, supplies, equipment, collection, disbursements, accounting, and custodial services.

The Service, as graphically depicted in the following organization chart, shall have a Personnel Division, a General Services Division, and an Accounting Division with Corresponding duties and responsibilities, as follows:

#### Functions of the Personnel Division

Sec. 10.1. The Personnel Division shall have the allowing functions, among others:

- a. Develop and administer a personnel program for the commission which shall include selection and placement, classification and pay, career and employee development, performance rating, employee relations, and welfare services;

#### [Organization Chart 3. **ADMINISTRATIVE SERVICE**]

- b. Process and act on all matters concerning attendance, leaves of absence, appointments, promotions, transfers, and other personnel transactions;
- c. Provide medical and dental services pursuant to the provisions of R. A. No. 1054;
- d. Maintain personnel records and statistics;
- e. Take appropriate action on requests for change in office hours of government personnel; and
- f. Perform such other functions as may be provided by law.

### Functions of the General Services Division

Sec. 10.2. The General Services Division shall have following functions, among others:

- a. Receive and distribute incoming and outgoing correspondence;
- b. File and maintain records of the Commission;
- c. Issue certified true copies of records and other documents filed in the Commission including statement of service records of employees in the government service;
- d. Procure, receive, store, and distribute supplies, materials, and equipment of the Commission;
- e. Maintain book control of stock supplies and materials, and sales stock including issues and therefrom;
- f. Maintain the Commission Library;
- g. Provide printing and duplicating services for the Commission;
- h. Handle cash receipts and disbursements;
- i. Receive, collect, and deposit cash and pay approved payrolls and vouchers;
- j. Provide messengerial, janitorial, security guarding, and general utility services for the Commission;
- k. Manage the transportation facilities of the Commission; and
- l. perform such other functions as may be provided by law.

### Functions of the Accounting Division

Sec. 10.3. The Accounting Division shall have the following functions, among others:

- a. Maintain books of accounts and other related records of all financial transactions of the Commission;
- b. Prepare and submit financial statements and reports to management and other government: agencies authorized to receive such reports;
- c. Review and verify all claims against the Commission including the accounting and billing of amounts due the Commission;
- d. Process vouchers and prepare warrants for the payment of government obligations;
- e. Maintain adequate accounting systems for appropriated funds of the Commission;
- f. Certify to the availability of funds prior, to incurrence of obligations;
- g. Advise management on the status of appropriations and allotments and other financial matters as may be needed; and
- h. Perform such other functions as may be provided by law.

FUNCTIONS OF THE OFFICE OF RECRUITMENT,  
EXAMINATION AND APPOINTMENTS

Sec. 11. The Office of Recruitment, Examination and Appointments shall be responsible for providing leadership and assistance in developing and implementing the overall Commission program relative to recruitment, examination, and appointments in the civil service.

The Office, as graphically depicted in the following organization chart, shall have a Recruitment and Examination Division, an Appointment Division, and a Qualification Standards Division with corresponding duties and responsibilities as follows:

Functions of the Recruitment and  
Examination Division

Sec. 11.1. The Recruitment and Examination Division shall have the following functions, among others:

- a. Develop policies, guidelines, and procedures relative to recruitment and examinations in the first and second level of positions in the career service;
- b. Plan and prepare test questions for service-wide positions;
- c. Render technical assistance to agencies in the planning, construction, and validation of examinations which are technical, professional, or scientific in nature when such examinations concern two or more departments;
- d. Advise and assist civil service regional offices in the conduct of examinations for service-wide positions;
- e. Conduct periodic audit in regional office's of the Commission to insure that the preparation,

[Organization Chart 4. **OFFICE OF RECRUITMENT, EXAMINATION AND APPOINTMENTS**]

administration, and evaluation of examinations are carried out in accordance with established policies and guidelines;

- f. Keep and maintain examination records; and
- g. Perform such other functions as may be provided by law.

Functions of the Appointment Division

Sec. 11.2. The Appointment Division shall have the following. Functions, among others:

- a. Develop policies, guidelines, and procedures relative to appointment, promotion, transfer, and reinstatement which shall be the basis for personnel actions;
- b. Develop techniques and procedures to effect a systematic certification process;
- c. Conduct periodic audit on personnel actions in the regional offices of the Commission and take appropriate measures; and
- d. Perform such other functions as may be provided by law.

Functions of the Qualification  
Standards Division

Sec. 11.3. The Qualification Standards Division shall have the following functions, among others:

- a. Develop policies, guidelines, and procedures relative to the development, administration, and maintenance of qualification standards for the first and second levels of positions in the career service which shall be the basis for recruitment, examination, and appointment to said positions;
- b. Coordinate with WAPCO in grouping positions into the first and second levels of positions in the career service;
- c. Advise and assist the regional offices in keeping current qualification standards to conform with organizational changes and in providing information relative to the development and administration of qualification standards;
- d. Maintain a system of records management and control of qualification standards developed, published, and revised; and
- e. Perform such other functions as may be provided by law.

FUNCTIONS OF THE OFFICE OF CAREER  
AND EMPLOYEE DEVELOPMENT

Sec. 12. The Office of Career and Employee Development shall be responsible for providing leadership and assistance in formulating, administering, and evaluating programs relative to the development and retention of a skilled and efficient work force in the public service.

The Office, as graphically depicted in the following organization chart, shall have a Career Systems Division, a Programs and Standards Division, and a Training Division with corresponding duties and responsibilities, as follows:

Functions of the Career Systems Division

Sec. 12.1. The Career Systems Division shall have the following functions, among others:

- a. Develop policies, guidelines, and procedures relative to the formulation, administration, and evaluation of departmental/agency plans and programs for staff development in terms of promoting professional, technical, and managerial growth and including the use of such methods as job rotation, counselling, training assignments, training courses, and related employee development tools;
- b. Integrate into a national plan all staff development plans of the departments and agencies of the government;

[Organization Chart 5. **OFFICE OF CAREER & EMPLOYEE DEVELOPMENT**]

- c. Conduct researches and studies on career patterns to arrive at sound and effective programs for the utilization, development, and retention of personnel in the public service;
- d. Conduct a continuing appraisal of policies, programs, and standards relative to career and staff development to determine their impact on the goals of the public service in general and on personnel administration in particular; and



e. Perform such other functions as may be provided by law.

Functions of the Programs and  
Standards Division

Sec. 12.2. The Programs and Standards Division shall have the following functions, among others:

- a. Develop programs and standards on merit promotion performance evaluation, and suggestions and incentive awards;
- b. Develop guidelines on the organization and operation of agency promotion boards;
- c. Develop and assist in the administration of departmental/agency reporting systems of activities related to merit promotion, performance evaluation, motivation, and incentives;
- d. Provide secretariat services to The Council of Personnel Officers constituted under Section 12 of R. A. No, 2260, as amended; and
- e. Perform such other functions as may be provided by law.

Functions of the Training Division

Sec. 12.3. The Training Division shall have the follow functions, among others:

- a. Conduct studies and researches on service-wide training needs and develop plans and programs to meet such needs;
- b. Develop standards on training methods, techniques, and devices for adoption throughout the government;
- c. Plan, develop, and administer continuing centralized training for personnel officers, training officers, and other personnel workers;
- d. Plan, develop, and conduct training programs for personnel of the Commission;
- e. Plan and prepare instructional aids, such as manuals, brochures, leaflets, and graphic illustrations, needed in the conduct of training activities by the Commission for personnel workers and for its staff;
- f. Coordinate with other central staff agencies, educational institutions, professional associations, and other groups engaged in training activities including scholarship programs, both local and overseas; and
- g. Perform such other functions as may be provided by law.

FUNCTIONS OF THE OFFICE OF  
PERSONNEL RELATIONS

Sec. 13. The Office of Personnel Relations shall be responsible for providing leadership and assistance in developing employee relations programs in the agencies, and for assisting the Commission on matters relating to administrative discipline and other personnel relations.

The Office, as graphically depicted in the following organization chart, shall have a Legal and Appellate Division, a Research and Opinion Division, and an Employee Relations Division with corresponding duties and responsibilities, as follows:

Functions of the Legal and Appellate Division

Sec. 13.1. The Legal and Appellate Division shall have

[Organization Chart 6. **OFFICE OF PERSONNEL RELATIONS**]

the following functions, among others:

- a. Formulate standards, guidelines, and regulations governing the administration of discipline;
- b. Take appropriate action on appeals relative to the removal of officers and employees in the civil service;
- c. Represent the Commission before administrative and judicial bodies; and
- d. Perform such other functions as may be provided by law.

Functions of the Research and Opinion Division

Sec. 13.2. The Research and Opinion Division shall have the following functions, among others:

- a. Conduct researches and formulate policies and standards, for the guidance of the Commission and the Office on Personnel Relations, on personnel discipline including, among others, relevant issues of discipline in the public service;
- b. Prepare opinions and rulings on legal queries concerning the civil service;
- c. Study and prepare amendments to the civil service law and rules whenever necessary;
- d. Interpret the provisions of the civil service law and rules; and
- e. Perform such other functions as may be provided by law.

Functions of the Employee Relations Division

Sec. 13.3. The Employee Relations Division shall have the following functions, among others:

- a. Initiate studies and formulate programs and guidelines for the adoption and administration of employee benefits and services and the promotion of sound management-employee relations;
- b. Formulate standards, guidelines, and regulations governing the organization and administration of employee associations and unions on the national and local levels;
- c. Develop procedures for the proper handling of employee grievances and initiate studies to minimize and possibly eliminate situations which cause employee complaints and grievances;
- d. Register employee organizations;

- e. Provide the needed controls and audit to prevent impairment of management-employee relations or minimize its bad effects;
- f. Conduct continuous study and review of the national management-employee relations program and make recommendations for improvement; and
- g. Perform such other functions as may be provided by law.

#### REGIONAL OFFICES

Sec. 14. You shall organize eleven (11) regional offices in accordance with Article I, Chapter III, Part II of the Plan and delegate adequate authority to such regional offices so that they can perform Commission functions and implement plans and programs with adequate management tools pursuant to the provisions of Article II, Chapter III, Part II of the Plan.

#### FUNCTIONS OF THE REGIONAL OFFICE

Sec. 15. The Regional Office shall be responsible for the general supervision, direction, and coordination of the operations and activities of the Commission within the region. It shall perform the following functions:

1. Enforce civil service law and rules by post-auditing personnel actions of national and local government agencies within the region;
2. Conduct recruitment and examination for government-wide positions in the region;
3. Provide technical advice and assistance to public agencies within the region regarding personnel administration; and
4. Perform such other functions as may be provided by law.

Sec. 16. The Regional Office, as graphically depicted in the following organization chart, shall have a Recruitment and Examination Division, an Appointments Review Division, and a Career Development and Evaluation Division with corresponding duties and responsibilities, as follows:

#### Functions of the Recruitment and Examination Division

Sec. 16.1. The Recruitment and Examination Division shall have the following functions, among others:

- a. Conduct recruitment and examination for service-wide positions in the region including review of applications, conduct and evaluation of examinations, and release of examination ratings;
- b. Provide assistance to, or coordinate with, other government agencies within the region in the conduct of their recruitment and examination programs relative to scientific, professional, and technical positions existing in two or more departments or agencies;
- c. Establish and update registers of civil service eligibles and certify names of eligibles for appropriate vacancies in agencies within the region; and

[Organization Chart 7. **REGIONAL OFFICE**]

d. Perform such other functions as may be provided by law.

#### Functions of the Appointments Review Division

Sec. 16.2. The Appointments Review Division shall have the following functions, among others:

- a. Review all appointments including promotions of personnel of national and local government agencies within the region for conformance to existing civil service laws\* rules, regulations, standards, policies, and guidelines; and take appropriate action thereon;
- b. Maintain and update the personnel records of government employees within the region; and
- c. Perform such other functions as may be provided by law.

#### Functions of the Career Development and Evaluation Division

Sec. 16.3. The Career Development and Evaluation Division shall have the following functions, among others:

- a. Conduct inspection and audit of personnel management programs of the various government agencies within the region and make appropriate recommendations for their improvement;
- b. Provide technical advice and assistance to government agencies within the region on matters affecting personnel management including the preparation and administration of in-service training programs, promotion systems, performance evaluation, and incentive awards and suggestion systems;
- c. Disseminate relevant information on personnel management; and
- d. Perform such other functions as may be provided by law.

#### **FUNCTIONS OF THE CAREER EXECUTIVE SERVICE BOARD**

Sec. 17. The Career Executive Service Board, hereinafter referred to as the "Board," shall serve as the governing body of the Career Executive Service and shall be responsible for the promulgation of rules, standards, and procedures on the selection, classification, compensation, and career development of members of the Career Executive Service pursuant to the provisions of Article IV, Chapter I, Part III of the Plan.

#### Functions of the Technical Staff

Sec. 17.1. The Board shall be assisted by a Technical Staff which shall have the following functions, among others:

1. Assist the Board in the formulation of policies, rules, standards, and procedures on the selection; classification and compensation; functional groupings; training and career development; and assignments, reassignments, and transfers of members of the Career Executive Service;
2. Prepare and conduct career executive service examinations and maintain an up-to-date register of eligibles;
3. Determine the functional group assignment, classification, and compensation of members of the Career Executive Service in accordance with the policies, rules, and standards promulgated by the Board;

4. Develop an orderly plan for and recommend the assignments, reassignments, and transfers of members of the Career Executive Service;
5. Prepare and develop training and career development programs for members of the Career Executive Service in collaboration with the Philippine Executive Academy of the University of the Philippines; and
6. Perform such other functions as may be provided by law.

#### BOARDS OF EXAMINERS

Sec. 18. The various Boards of Examiners attached to the Commission shall perform the same functions specified in the laws creating them and the amendments thereto.

#### CIVIL SERVICE RULES

Sec. 19. You are directed to submit within three months from the organization and staffing of the Commission the rules and regulations to implement the personnel policies and standards provided in Part III of the Plan for approval of the President.

#### TRANSITORY MEASURES

Sec. 20. In conformity with the foregoing organization and functional statements, you are hereby directed to prepare with the assistance of the Budget Commission and the Presidential Commission on Reorganization and submit within ninety days from the promulgation of Presidential Decree No. 1 for the approval of the President supplementary details relative to the Staffing Pattern for the Commission. The Staffing Pattern that shall be developed for purposes of this installation shall, insofar as practicable, be in accordance with the criteria specified in Paragraph 5, Article I, Chapter I, Part XXIII on General Provisions of the Plan.

Sec. 21. Upon approval of the Staffing Pattern referred to above, appointments will be made of the personnel to fill the positions authorized in said Staffing Pattern.

Sec. 22. All appointments to the positions that shall be authorized under the Staffing Pattern referred to above shall, in general, be in accordance with the merit requirements of the civil service law and rules and duly approved qualification standards for each position: Provided, That in the case of new position titles, qualification standards therefor shall be developed by the Commission subject to approval by the President: Provided, further, That consideration for employment of persons other than those of the abolished Civil Service Commission and Civil Service Board of Appeals shall be made only after the personnel thereof shall have been considered: Provided, finally, That personnel actions which need to be taken as a result of the establishment of said Staffing Pattern shall be in accordance with applicable civil service law and rules and the pertinent provisions of Part XXIII on General Provisions of the Plan.

Sec. 23. No original appointments to positions, except confidential positions, in the Staffing Pattern shall be made until all qualified employees in the abolished Civil Service Commission and Civil Service Board of Appeals shall have been appointed to appropriate positions available. A certified list of all employees separated as a result of the implementation of the organization of the Commission, together with a justification for their separation, shall be drawn up by the Commission and made of record.

Sec. 24. The position titles that shall be used in the Staffing Pattern shall be tentative for purposes of initial appointments to positions provided therein. The position titles shall be subject to final determination and allocation

to appropriate classes and salary ranges by WAPCO upon conduct of the usual audit of the duties and responsibilities assigned to the positions.

Sec. 25. All initial appointments to positions in the Staffing Pattern shall be at the authorized or actual salaries of the incumbents appointed to the positions, whichever is higher. In the reallocation of appropriations authorized to be made under Section 28 of this Letter of Implementation, an adequate lump-sum amount shall be provided to take care of all cases where the actual salary of the appointee is more than the authorized rate.

Sec. 26. Salary increases which may result from appointments to positions in the Staffing Pattern to be proposed shall be effective only after final determination and allocation of said positions by WAPCO pursuant to Section 24 of this Letter of Implementation.

Sec. 27. The selection and initial appointment of personnel for positions in the Staffing Pattern shall be made with the assistance of a Committee to be composed of a representative each of the Civil Service Commission, Budget Commission, and Presidential Commission on Reorganization: Provided, That in the consideration of personnel to fill positions authorized for the Offices or comparable units in the Commission, a representative of the Office or comparable unit involved shall sit and participate in the deliberations of the Committee.

#### REALLOCATION OF APPROPRIATIONS

Sec. 28.f You are likewise directed to cause the preparation, in collaboration with the Budget Commission, of the details of the Reallocation of Appropriations necessary to put into effect the implementation as prescribed by this Letter of Implementation in accordance with Paragraph 4, Article I, Chapter I, Part XXIII of the Plan.

#### TIMING OF ADMINISTRATIVE ACTIONS

Sec. 29. You are hereby directed to effect the orderly scheduling of transfers, changes, and other transitional actions required by the Plan and this Letter of Implementation: Provided, That all such actions shall be completed within the period prescribed in Paragraph 14, Article I, Chapter I, Part XXIII of the Plan reckoned from the date of issuance of Presidential Decree No. 1. In the interim, each organizational unit affected shall continue to perform its functions until such time as you shall order change or cessation and each officer and employee shall continue to perform his duties and to exercise his authority until such time as you order otherwise but not beyond the termination of the transition period prescribed above.

Sec. 30. In the process of the final selection of personnel to fill the positions in the Staffing Pattern mentioned above, you are authorized to make the necessary changes in the personnel structure of the Commission subject to the approval of the Office of the President to correct inequities that in your opinion may have resulted from the preparation thereof: Provided, That any adjustment or adjustments that shall be made pursuant hereto shall not result in an increase in the total appropriations for personal services authorized for the Commission.

Sec. 31. You are hereby finally, directed to note and call the attention of the President to such provisions of Part III of the Plan or portions thereof which are inoperable under present conditions in view of Proclamation Order No. 1081 dated September 21, 1972 and which should be suspended until such time as their activation shall be possible.

Done in the City of Manila, this 17th day of November in the year of our Lord, nineteen hundred and seventy-two.

(Sgd.) **FERDINAND E. MARCOS**

President  
Republic of the Philippines

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1972). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 18**

RELATIVE TO PART V ON BUDGETING AND FINANCIAL  
CONTROL AND PERTINENT PROVISIONS OF THE  
INTEGRATED REORGANIZATION PLAN

TO: The Commissioner of the Budget  
Budget Commission  
Manila

Pursuant to Presidential Decree No. 1, dated September 24, 1972, Reorganizing the Executive Branch of the National Government, you are hereby directed to implement Part V on Budgeting and Financial Control and other pertinent provisions of the Integrated Reorganization Plan, hereinafter referred to as the "Plan," prepared by the Commission on Reorganization as follows:

**ORGANIZATION OF THE BUDGET COMMISSION**

Section 1. The organization and functions of the Budget Commission, hereinafter referred to as the "Commission," shall be in accordance with the provisions of Part V and pertinent provisions of the Plan and the details contained in this Letter of Implementation.

Sec. 2. The organization of the Commission, as I graphically depicted in the following organization chart, shall consist of the Commission proper composed of the Office of the Commissioner, the Planning Service, the Financial and Administrative Service, the Legislative Staff, the Training and Information Staff, and the Accounting Machines Division; the Budget Operations Office; the National Accounting Office; the Management Office; and the Wage and Position Classification Office. The Committee to Undertake the Preparation of Annual Planning of Current Operating Expenditures on Department/Agency Level is attached to the Budget Commission subject to the provisions of Paragraph 4, Article I, Chapter I, Part I of the Plan

**RELATIONSHIPS BETWEEN THE COMMISSION  
AND CLIENT AGENCIES**

Sec. 3. The Commission shall exercise such powers and authorities over client agencies presently provided in pertinent laws, orders, and regulations, which are necessary to effectively and economically perform the Commission's functions.

**RELATIONSHIPS BETWEEN THE OFFICE OF THE COMMISSIONER  
AND THE OFFICES, SERVICES, AND STAFFS  
OF THE COMMISSION**

Sec. 4. The Office of the Commissioner of the Budget, as defined in Section 8, shall have direct line supervision over the Budget Operations Office, the National Accounting Office, the Management Office, the Wage and Position Classification Office, and the services and staffs of the Commission.

**FUNCTIONS OF THE COMMISSION**

Sec. 5. The Commission shall serve as the principal staff arm of the President on the preparation, execution, and control of the national budget; preparation and maintenance of consolidated accounting records and reports of the



National Government; achievement of more economy and efficiency in the management of government operations; administration of the wage and position classification system; and review and evaluation of legislative proposals involving budgetary or major organizational changes.

## FUNCTIONAL STATEMENTS OF THE BUDGET COMMISSION

Sec. 6. In conformity with the above set of relationships, the functions, powers, duties, and responsibilities of the Commission and its various units shall be as follows:

### THE COMMISSION PROPER

Sec. 7. The organization of the Commission proper, as graphically depicted in the following organization chart, shall consist of the Office of the Commissioner, the Planning Service, the Financial and Administrative Service, the Legislative Staff, the Training and Information Staff, and the Accounting Machines Division with corresponding duties and responsibilities, follows:

### OFFICE OF THE COMMISSIONER

Sec. 8. The Office of the Commissioner shall consist of the Commissioner of the Budget, hereinafter referred to as the "Commissioner," the Deputy Commissioner of the Budget, hereinafter referred to as the "Deputy Commissioner," and the personnel of their immediate office. It shall be responsible for the adoption and promulgation of rules and regulations necessary to carry out Commission policies and objectives, and for exercising general supervision and control over the offices, services, and staffs of the Commission.

#### Functions of the Commissioner

Sec. 8.1. The Commissioner shall have the following functions:

1. Advise the President in the promulgation of executive orders, regulations, and decrees relative to matters under the jurisdiction of the Commission;
2. Establish the policies and standards for the operation of the Commission pursuant to the President's program of government;
3. Promulgate rules and regulations necessary to carry out Commission objectives, policies, and functions;
4. Exercise supervision and control over all offices, services, and staffs under the Commission;
5. Delegate authority for the performance of any function to officers and employees under his direction; and
6. Perform such other functions as may be provided by law or assigned by the President.

#### Functions of the Deputy Commissioner

Sec. 8.2. The Deputy Commissioner shall have the following functions:

1. Advise and assist the Commissioner in the formulation and implementation of Commission objectives and policies;
2. Oversee all the operational activities of the Commission for which he shall be responsible to the Commissioner;

3. Coordinate the programs and projects of the Commission, and be responsible for its economical, efficient, and effective administration;
4. Serve as deputy to the Commissioner in all matters relating to the operations of the Commission; and
5. Perform such other functions as may be provided by law or assigned by the Commissioner.

Sec. 8.3. When the Commissioner is unable to perform his duties owing to illness, absence, or other causes, or in case of vacancy in the Office, the Deputy Commissioner shall temporarily perform the functions of the said Office.

#### FUNCTIONS OF THE PLANNING SERVICE

Sec. 9. The Planning Service shall have the following functions, among others:

- a. Appraise the Commissioner on the economic trends and relationships affecting and affected by government income and expenditures, and advise him on the impact of government fiscal policies on the economic growth of the country;
- b. Review current and future borrowing trends for economic and fiscal implications, and advise the Commissioner on the achievement of a judicious balance between taxation and borrowings as a means of financing governmental programs;
- c. Assist the Commissioner in the development or in the review and evaluation of fiscal plans and policies for the consideration of, or being considered by the Development Budget Coordination Committee;
- d. Interpret fiscal policies and plans formulated by the Development Budget Coordination Committee for ensuring correct implementation in the national budget;
- e. Assist in drafting the fiscal policy and annual budget message of the President;
- f. Analyze fiscal aspects of proposed legislation affecting income and expenditures, and recommend courses of action to the Commission; and
- g. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE FINANCIAL AND ADMINISTRATIVE SERVICE

Sec. 10. The Financial and Administrative Service shall be responsible for providing staff advice and assistance on internal budgetary and financial matters and well-planned, directed, and coordinated services relating to personnel, records, supplies, equipment, disbursements, security, and janitorial work.

The Service shall have a Budget Division, an Accounting Division, a Personnel Division, and a General Services Division.

##### Functions of the Budget Division

Sec. 10.1. The Budget Division shall have the following functions, among others:

- a. Develop and improve budgetary methods, procedures, and justifications;
- b. Provide, subject to budgetary ceilings, fund estimates in support of the Commission's operations, plans, and programs;

- c. Assist management in the presentation of the Commission's budgetary estimates before administrative and legislative bodies;
- d. Prepare annual financial work plans;
- e. Allocate, in coordination with the Planning Service, available funds to programs on the basis of approved guidelines and priorities;
- f. Issue allotment advice in support of the fund requirement for the conduct of the operations under each program;
- g. Review performance reports to determine conformance with set standards;
- h. Prepare financial reports for management guidance and as required by higher authorities; and
- i. Perform such other functions as may be provided by law.

#### Functions of the Accounting Division

Sec. 10.2. The Accounting Division shall have the following functions, among others:

- a. Advise management on financial matters;
- b. Prepare and submit financial reports to management and other government departments and agencies authorized to receive such reports;
- c. Maintain basic and subsidiary accounting records and books of accounts to reflect accurate and current financial information required by existing accounting and auditing rules and regulations, and by management;
- d. Certify to the availability of funds, obligate funds, and issue treasury warrants to liquidate obligations;
- e. Process requisitions, vouchers, and reports of collections and disbursements;
- f. Prepare billings to debtors of the National Government; and
- g. Perform such other functions as may be provided by law.

#### Functions of the Personnel Division

Sec. 10.3. The Personnel Division shall have the following functions, among others:

- a. Advise management on personnel policy and administration;
- b. Develop and administer a personnel program which shall include selection and placement, classification and pay, career and employee development, performance rating, employee relations, and welfare services;
- c. Act on all matters concerning attendance, leaves of absence, appointments, promotions, transfers, and other personnel transactions;
- d. Maintain personnel records and statistics; and
- e. Perform such other functions as may be provided by law.

### Functions of the General Services Division

Sec. 10.4. The General Services Division shall have the following functions, among others:

- a. Provide policy guidance on the maintenance and disposition of records, and on the procurement and storage of supplies in accordance with government prescribed standards;
- b. File and maintain necessary records and establish a records disposition program for the Commission;
- c. Provide mail, transportation, custodial, and general utility services for the Commission;
- d. Procure, store, and distribute supplies and equipment of the Commission, and take periodic inventories of the same;
- e. Provide and coordinate messengerial, duplicating, and typing pool services;
- f. Receive, collect, and deposit cash, prepare payrolls, and process vouchers for payment of the Commission's obligations; and
- g. Perform such other functions as may be provided by law.

### FUNCTIONS OF THE LEGISLATIVE STAFF

Sec. 11. The Legislative Staff shall be responsible for providing staff assistance on legislative proposals having budgetary implications, and legal services necessary to the operation of the Commission. It shall have the following functions, among others:

- a. Review and coordinate for the Commissioner, all legislative proposals having budgetary implications prepared by entities of the Executive Branch of the National Government and inform the agencies whether such legislative proposals conform to the President's policies and programs;
- b. Counsel the Budget Operations Office and agencies in the preparation, review, and approval of appropriation language which meets the standards of the Commission for legal and substantive accuracy;
- c. Conduct legal research and render legal opinions for the Commissioner on matters related to budget administration;
- d. Prepare drafts, on behalf of the Commissioner, of executive orders and administrative orders related to the functions and activities of the Commission, for the Office of the President; review and recommend changes in proposed executive orders and administrative orders referred to the Commission;
- e. Recommend to the Commissioner approval or veto by the President of legislations having budgetary implications, when requested by the Office of the President; and
- f. Perform such other functions as may be provided by law.

### FUNCTIONS OF THE TRAINING AND INFORMATION STAFF

Sec. 12. The Training and Information Staff shall be responsible for establishing and administering a training and information program for the Commission.

It shall have the following functions, among others:

- a. Determine training needs;
- b. Develop course content of, and conduct, in coordination with offices of the Commission and appropriate agencies, career and employee development training programs relevant to Commission personnel and those of client agencies;
- c. Undertake a continuing evaluation of the different training programs to determine their effectiveness and recommend shifts or modifications whenever necessary;
- d. Establish and administer a program to keep the public in general, and both government and private entities directly concerned, in particular, with the policies, programs, and activities of the Commission;
- e. Coordinate with the Department of Public Information;
- f. Operate and maintain a library; and
- g. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE ACCOUNTING MACHINES DIVISION

Sec. 13. The Accounting Machines Division shall have the following functions, among others:

- a. Prepare payrolls and treasury warrants for client agencies;
- b. Keep and maintain master and deduction cards of employees of client agencies;
- c. Prepare and submit reports and statements as required by pertinent laws and regulations; and
- d. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE BUDGET OPERATIONS OFFICE

Sec. 14. The Budget Operations Office shall be responsible for providing assistance in the preparation, execution, and control of the national budget.

The Office, as graphically depicted in the following organization chart, shall have a Budget Control Staff, a Standards Division, and seven clientele divisions with corresponding duties and responsibilities, as follows:

##### Functions of the Budget Control Staff

Sec. 14.1. The Budget Control Staff shall have the following functions, among others:

- a. Prepare or revise the program of expenditures in coordination with the Technical Staff of the Development Budget Coordination Committee;
- b. Control conformance of releases of allotments with the program of expenditures and the cash budget;
- c. Analyze, review, and consolidate the agency cash disbursement ceilings, based on the recommendations of the clientele divisions and the monthly reports of cash disbursements;
- d. Assist in the preparation of the Cash Budget for submission by the Commissioner to the Development Budget Coordination Committee;

- e. Undertake such necessary activities in the preparation of estimates of income and public borrowings insofar as these affect expenditure programming and cash allocations; and
- f. Perform such other functions as may be provided by law.

#### Functions of the Standards Division

Sec. 14.2. The Standards Division shall have the following functions, among others:

- a. Study, design, and initiate improvements in the basic systems for budget formulation and control of budget execution;
- b. Develop methods and techniques for adequate budget review, and assist in the training of budget examiners on their use;
- c. Develop guides for the use of the agencies and budget examiners in formulating and reviewing budget estimates;
- d. Prepare instruction for the submission of agency estimates;
- e. Schedule the submission and review of budget estimates;
- f. Maintain manuals, handbooks, and other policy and instructional materials for use of budget examiners;
- g. Design the Budget Document, including the form and content of summary and interpretative tables, and the order and arrangement of materials;
- h. Schedule and supervise the publication of the Budget Document;
- i. Develop training media on budget formulation, review, and execution processes, and other materials for the information of and use by the clientele divisions and agency budget staffs; and
- j. Perform such other functions as may be provided by law.

#### Functions of the clientele divisions

Sec. 14.3. The clienteles divisions shall have the following functions, among others:

- a. Advise and assist agencies in the preparation of their budgets;
- b. Analyze and recommend action by the Commissioner on budget requests, allotment requests, and reports of operation from the various government entities;
- c. Promote programs for budgetary management improvement;
- d. Prepare reports on special budgetary problems for the Commissioner; and
- e. Perform such other functions as may be provided by law.

### FUNCTIONS OF THE NATIONAL ACCOUNTING OFFICE

Sec. 15. The National Accounting Office shall be responsible for the compilation and analysis of financial data for the use of the Commission and other government entities; the preparation and submission of reports to the Commissioner for the financial guidance and information of the Executive and the Legislative Branches of the government; and providing technical guidance for and supervision of agency accounting operations.

The Office, as graphically depicted in the following organization chart, shall have a Systems Division, two supervisory accounting divisions, and an Accounts Division with corresponding duties and responsibilities, as follows.

#### Functions of the Systems Division

Sec. 15.1. The Systems Division shall have the following functions, among others:

- a. Develop and recommend improvements in the National Governments accounting and financial reporting system;
- b. Undertake special studies on accounting systems that are of specific program or project-wide application;
- c. Assist the supervisory accounting divisions in formulating corrective or remedial measures for deficiencies noted in agency accounting operations;
- d. Assist in the formulation and implementation of training programs for the improvement of accounting operations; and
- e. Perform such other functions as may be provided by law.

#### Functions of the supervisory accounting divisions

Sec. 15.2. The supervisory accounting divisions shall have the following functions, among others:

- a. Provide functional direction and control of accounting practices throughout the National Government; and develop rules and regulations, with the assistance and cooperation of the accounting units, for the proper conduct of accounting operations;
- b. Review and inspect accounting activities in the various government entities to insure their conformity with established practices, and recommend such actions as may be required to assure the integrity of financial reports received from the accounting units and to reconcile differences found; and
- c. Perform such other functions as may be provided by law.

#### Functions of the Accounts Division

Sec. 15.3. The Accounts Division shall have the following functions, among others:

- a. Maintain accounting records summarizing and reflecting the current status of specific government accounts;
- b. Maintain records reflecting authorized appropriation's, allotted appropriations, unallotted balances of appropriations, and unobligated balances of appropriations; allotments and unobligated balances of allotments; and obligations incurred, obligations liquidated, and unliquidated obligations;
- c. Maintain records of income classified for use by the Commission and the Department of Finance;

- d. Analyze accounting and financial records and prepare reports required by the Executive Branch of the National Government; and
- e. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE MANAGEMENT OFFICE

Sec. 16. The Management Office shall be responsible for formulating and administering a management improvement program for the Executive Branch of the government, and providing technical guidance and assistance to agency management improvement activities.

The Office, as graphically depicted in the following organization chart, shall have a Standards Division and six clientele divisions with corresponding duties and responsibilities, as follows:

##### Functions of the Standards Division

Sec. 16.1. The Standards Division shall have the following functions, among others:

- a. Undertake studies and develop standards on organization, staffing, work processes, management systems, and resources management for greater economy, efficiency, and effectiveness in government operations;
- b. Assist in the formulation and implementation of training programs for management improvement and the development of technical skills of agency personnel engaged in management improvement; and
- c. Perform such other functions as may be provided by law.

##### Functions of the clientele divisions

Sec. 16.2. The clientele divisions shall have the following functions, among others:

- a. Make detailed studies of the departments and agencies of the National Government with a view to securing greater organizational sensitivity and responsiveness to the needs of the various developmental programs and services, on request of agencies involved, or when deemed necessary by the Commissioner;
- b. Study, analyze, and recommend changes in:
  - (1) the existing organization, management, activities, and methods of business of departments and agencies;
  - (2) the assignment of particular activities to particular services; and
  - (3) the regrouping of services;
- c. Assist in the implementation of plans for management improvement in the departments and agencies;
- d. Review organization and staffing proposals of the agencies which are submitted through the budget; and
- e. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE WAGE AND POSITION CLASSIFICATION OFFICE



Sec. 17. The Wage and Position Classification Office shall be responsible for administering and maintaining the wage and position classification system.

The Office, as graphically depicted in the following organization chart, shall have a Standards Division and eight clientele divisions with corresponding duties and responsibilities, as follows:

#### Functions of the Standards Division

Sec. 17.1. The Standards Division shall have the following functions, among others:

- a. Conduct studies to improve the quality and consistency of classification standards;
- b. Conduct salary surveys in private industry;
- c. Study proposals of clientele divisions involving the creation, abolition, and salary range assignments of classes of positions;
- d. Recommend action on proposals to change the wording or coverage of class specifications;
- e. Develop improved techniques of position classification and salary administration;
- f. Assist in the formulation and implementation of training programs in the field of classification and compensation administration; and
- g. Perform such other functions as may be provided by law.

#### Functions of the clientele divisions

Sec. 17.2. The clientele divisions shall have the following functions, among others:

- a. Classify positions in respective client agencies;
- b. Initiate proposals for the creation, abolition, and revision of classes of positions, the reassignment of salary ranges, the improvement of classification techniques and practices, and the adoption of better administrative policies and procedures on wage and position classification;
- c. Keep informed of all organizational and functional changes in departments and agencies;
- d. Assist the Standards Division, when requested in the conduct of salary surveys in private industry; and
- e. Perform such other functions as may be provided by law.

#### TRANSITORY MEASURES

Sec. 18. In conformity with the foregoing organizational structure and functional statements, you are hereby directed to prepare with the assistance of the Civil Service Commission and the Presidential Commission on Reorganization and submit within ninety days from the promulgation of Presidential Decree No. 1, for the approval of the President, supplementary details relative to the Staffing Pattern for the Commission. The Staffing Pattern shall, insofar as practicable, be in accordance with the criteria specified in Paragraph 5, Article I, Chapter I, Part XXIII on General Provisions of the Plan.

Sec. 19. You shall, upon the approval of the Staffing Pattern referred to above, appoint the personnel to fill the positions authorized in said Staffing Pattern except those requiring Presidential Appointment.

Sec. 20. All appointments to the positions that shall be authorized under the Staffing Pattern referred to above shall, in general, be in accordance with the merit requirements of the Civil Service law and rules and duly approved qualification standards for each position: Provided, That in the case of new position titles, qualification standards therefor shall be developed by the Commission, subject to the approval by the President upon recommendation of the Civil Service Commission: Provided, further, That consideration for employment of persons other than those of the staffs, services, and offices affected by this implementation shall be made only after the personnel of such entities shall have been considered: Provided, finally, That personnel actions which need to be taken as a result of the establishment of the said Staffing Pattern shall be in accordance with applicable Civil Service law and rules, and pertinent provisions of Part XXIII on General Provisions of the Plan.

Sec. 21. No original appointments to positions, except confidential positions, in the Staffing Pattern shall be made until all qualified employees in the entities affected shall have been absorbed to appropriate positions available. You shall furnish the Civil Service Commission a certified list of all employees separated as a result of the implementation of the organization of the Commission together with a justification for their separation.

Sec. 22. The position titles that shall be used in the Staffing Pattern shall be tentative for purposes of initial appointments to positions provided therein. The position titles shall be subject to final determination and allocation to appropriate classes and salary ranges by WAPCO upon conduct of the usual audit of duties and responsibilities assigned to the positions.

Sec. 23. All initial appointments to positions in the Staffing Pattern shall be at the authorized or actual salaries of the incumbents appointed to the positions, whichever is higher. In the reallocation of appropriations authorized to be made under Section 27 of this Letter of Implementation, an adequate lump-sum amount shall be provided to take care of all cases where the actual salary of the appointee is more than the rate authorized.

Sec. 24. Salary increases as may result from appointments to positions in the Staffing Pattern shall be effective only after final determination and allocation of said positions by the WAPCO pursuant to Section 22 of this Letter of Implementation.

Sec. 25. In the selection and initial appointment of personnel for positions in the Staffing Pattern, you shall be assisted by a Committee to be composed of a representative each of the Commission, the Civil Service Commission, and the Office or comparable entity in the Commission, where said positions are organizationally located.

Sec. 26. The Accounting Machines Division shall continue to perform its functions until such time as the Data Processing Center shall have been organized subject to proper authorization and pertinent provisions of Article VII, Chapter I, Part VI of the Plan.

#### REALLOCATION OF APPROPRIATIONS

Sec. 27. You are likewise directed to cause the preparation of the details of the Reallocation of Appropriations necessary to put into effect the implementation as prescribed by this Letter of Implementation in accordance with Paragraph 4, Article I, Chapter I of Part XXIII of the Plan.

#### TIMING OF ADMINISTRATIVE ACTIONS

Sec. 28. You are hereby directed to effect the orderly scheduling of transfers, changes, and other transitional actions required by the Plan and this Letter of Implementation: Provided, That all such actions shall be completed within the period prescribed in Paragraph 14, Article I, Chapter I, Part XXIII of the Plan reckoned from the date of issuance of Presidential Decree No. 1. In the interim, each entity affected shall continue to perform its functions until such time as you shall order change or cessation and each officer and employee shall continue to perform his duties and to

exercise his authority until such time as you order otherwise but not beyond the termination of the transition period prescribed above.

Sec. 29. In the process of the final selection of personnel to fill the positions in the Staffing Pattern mentioned above, you are authorized to make the necessary changes in the personnel structure of the Commission subject to the approval of the Office of the President, to correct inequities that in your opinion may have resulted from the preparation thereof: Provided, That any adjustment or adjustments that shall be made pursuant hereto shall not result in an increase in the total appropriations for personal services authorized for the Commission.

Sec. 30. You are hereby finally directed to note and call the attention of the President to each provisions of Part V of the Plan or portions thereof which are inoperable under present conditions in view of the Proclamation Order No. 1081 dated September 21, 1972 and which should be suspended until such time as their activation shall be possible.

Done in the City of Manila, this 15th day of December in the year of Our Lord, nineteen hundred and seventy-two.

(Sgd.) FERDINAND E. MARCOS  
President  
Republic of the Philippines

**Source: Legislative Library, House of Representatives**

Office of the President of the Philippines. (1972). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 19**

RELATIVE TO CHAPTER II, PART XIX ON DEPARTMENT OF  
NATIONAL DEFENSE AND OTHER PERTINENT PROVISIONS  
OF THE INTEGRATED REORGANIZATION PLAN

TO: The Secretary  
Department of National Defense  
Camp General Emilio Aguinaldo  
Quezon City

Pursuant to Presidential Decree No. 1, dated September 24, 1972, Reorganizing the Executive Branch of the National Government, you are hereby directed to implement Chapter II, Part XIX on National Security and other pertinent provisions of the Integrated Reorganization Plan, hereinafter referred to as the "Plan," prepared by the Commission on Reorganization as follows:

**ORGANIZATION OF THE DEPARTMENT OF  
NATIONAL DEFENSE**

Section 1. The organization and functions of the Department of National Defense, hereinafter referred to as the "Department," shall be in accordance with the Provisions of Chapter II, Part XIX and other pertinent provisions of the Plan and the details contained in this Letter of Implementation.

Sec. 2. The organization of the Department, as graphically depicted in the following organization chart, shall consist of the Department proper composed of the immediate Office of the Secretary, the Public Information Service, the Legal Service, and the Executive Staff composed of the Staff for Plans and Programs, Staff for Comptroller, Staff for Administration, and Staff for Installation and Logistics; the Arsenal; the Office of Civil Defense; the Philippine Veterans Affairs Office; the Bureau of Coast and Geodetic Survey; the Weather Bureau; and the Armed Forces of the Philippines composed of the Philippine Army, Philippine Constabulary, Philippine Air Force, Philippine Navy including the Philippine Coast Guard, and the AFP-Wide Support and Separate Units.

**RELATIONSHIPS BETWEEN THE DEPARTMENT PROPER,  
ARMED FORCES OF THE PHILIPPINES (AFP),  
BUREAUS AND OFFICES**

Sec. 3. The Office of the Secretary shall be charged with the duty of supervising the National Defense program of the country and shall have executive supervision over the Armed Forces of the Philippines and the bureaus, offices, and services under the jurisdiction of the Department. It shall also have the responsibility for overseeing field operations to insure the judicious and effective implementation of the national defense and security programs. It shall constantly draw from the various units of the Department such advice and assistance as may be necessary to successfully achieve the goals and objectives of the national defense and security program.

Sec. 4. In the Armed Forces of the Philippines there shall be a Chief of Staff who shall execute the President's command functions in relation to military strategy, tactics, and operations. As the immediate adviser to the Secretary, he is responsible for planning, development, and execution of the national defense program as prescribed by the Secretary. He has command of all the elements of the Armed Forces. He is authorized to prescribe, subject to the approval of the Secretary of National Defense, the organization, functions, duties, and powers of the various staffs, services, installations, and other units of the Armed Forces.

Sec. 5. The bureaus and offices of the Department shall be essentially line in character and as such the bureau directors and heads of offices shall exercise inherent authority granted by appropriate laws, as well as authority delegated to them by the Secretary on substantive and administrative matters. The bureaus and offices of the Department shall be responsible for one or more major substantive activities of the Department. They shall promulgate rules and regulations necessary to carry out their objectives and functions, within the context of broad departmental policies and standards. In the exercise of their functions, they shall be directly responsible to the Secretary and shall receive proper technical guidance from the staff services of the Department proper.

## **FUNCTIONAL STATEMENTS OF THE DEPARTMENT OF NATIONAL DEFENSE**

Sec. 6. In conformity with the above set of functional relationships, the functions, powers, duties, and responsibilities of the various units of the Department shall be as follows:

### **FUNCTIONS OF THE DEPARTMENT**

Sec. 7. The Department shall, among others, be responsible for providing the necessary protection of the state against external and internal threats; directing, planning, and supervising the national defense program; maintaining law and order throughout the country; and performing such other functions as may be provided by law.

### **OFFICE OF THE SECRETARY**

Sec. 8. The Office of the Secretary shall consist of the Secretary of National Defense, one Undersecretary, except as may otherwise be provided pursuant to Presidential Decree No. 1-B dated November 1, 1972, and the personnel in their immediate Office. It shall be responsible for the adoption of rules and regulations necessary to carry out departmental policies and objectives, and shall exercise general supervision and control over the bureaus and offices of the Department.

#### Functions of the Secretary

Sec. 8.1. The functions of the Secretary shall be as follows:

1. Advise the President in the promulgation of executive orders, regulations, and decrees relative to matters under the jurisdiction of the Department;
2. Establish the policies and standards for the operation of the Department pursuant to the President's program of government;
3. Promulgate rules and regulations necessary to carry out Department objectives, policies, and functions;
4. Exercise supervision and control over all bureaus and offices under the Department;
5. Delegate authority for the performance of any function to officers and employees under his direction; and
6. Perform such other functions as may be provided by law.

#### Functions of the Undersecretary

Sec. 8.2. The functions of the Undersecretary shall follow:

1. Advise and assist the Secretary in the formulation and implementation of Department objectives and policies;

2. Oversee all the operational activities of the Department for which he shall be responsible to the Secretary;
3. Coordinate the programs and projects of the Department, and be responsible for its economical, efficient, and effective administration;
4. Serve as deputy to the Secretary in all matters relating to the operations of the Department; and
5. Perform such other functions as may be provided by law.

Sec. 8.3. When the Secretary is unable to perform his duties owing to illness, absence, or other cause, as in case of vacancy in the Office, the Undersecretary shall temporarily perform the functions of said Office.

#### **FUNCTIONS OF THE PUBLIC INFORMATION SERVICE**

Sec. 9. The Public Information Service shall have the following functions, among others:

- a. Develop programs to have the policies, plans, and activities of the Department properly understood by the public;
- b. Produce and disseminate media materials to implement the Information program of the Department;
- c. Service the needs of the Department and its bureaus and offices in the production and publication of reports, information materials, and literature;
- d. Coordinate with the Department of Public Information; and
- e. Perform such other functions as may be provided by law.

#### **FUNCTIONS OF THE LEGAL SERVICE**

Sec. 10. The Legal Service shall have the following functions, among others:

- a. Provide legal advice and assistance to the Secretary, the Undersecretary, and the bureaus and offices of the Department;
- b. Develop and review policies and procedures affecting complaints referred to the Secretary;
- c. Render opinions on questions of law affecting the operation of the Department;
- d. Review communications involving legal matters for the Secretary's action;
- e. Conduct administrative investigation, including the review of administrative charges against employees of the Department;
- f. Act on appeals and review awards and contracts where the Department is an interested party;
- g. Provide assistance in matters of legislation in order to promote the Department's interest;
- h. Conduct studies on legislations affecting the Department; and
- i. Perform such other functions as may be provided by law.

## **FUNCTIONS OF THE EXECUTIVE STAFF**

Sec. 11. The Executive Staff shall be composed of Staff for Plans and Programs, Staff for Comptroller, Staff for Administration, and Staff for Installation and Logistics with corresponding duties and responsibilities, as follows:

### **Functions of the Staff for Plans and Programs**

Sec. 11.1. The Staff for Plans and Programs shall have the following functions, among others:

- a. Assist the Secretary in providing executive direction, supervision, and control over all national defense and internal security responsibilities of the Department;
- b. Formulate long-range and annual plans and programs for the Department; coordinate and provide support to the planning and programming of the bureaus under the Department as well as review and integrate their proposals into a consistent set of objectives;
- c. Formulate criteria for determining priorities for proposed projects, and accordingly select capital projects for funding and execution including appropriate financing schemes;
- d. Formulate, develop, implement, and review for the Secretary plans and policies concerning internal security of the country;
- e. Continually assess the efficacy of special operations efforts against insurgency, subversion, lawlessness, and criminality;
- f. Act on all intelligence and security matters including liaisoning with agencies concerned with the same and institute for the Secretary policies and measures on personnel, records, and physical security;
- g. Provide statistical service to defense planning and budgeting agencies and maintain updated defense data for critical planning during crisis situations;
- h. Formulate, develop, and review for the Secretary national defense plans and policies, and see to it that the same are implemented correctly and promptly;
- i. Assess and review treaties, military alliances and security arrangements;
- j. Undertake studies on integration of military and non-military aspects of national defense, and act on all defense plans and organization matters including liaisoning with other similarly interested agencies; and
- k. Perform such other functions as may be provided by law.

### **Functions of the Staff for Comptroller**

Sec. 11.2. The Staff for Comptroller shall have the following functions, among others:

- a. Assist the Secretary in directing and supervising the preparation of the annual budget and mid-range and long-range fiscal plans and programs of the Department;
- b. Provide guidelines on Department financial transactions and the Department overall utilization of funds and assets;
- c. Provide a system of execution and control of the Department budget;

- d. Establish procedures for a continuing review, analysis, and evaluation of fiscal plans and programs in relation to targets and goals;
- e. Review internal control systems for safeguarding money and property to ascertain weaknesses and deficiencies requiring correction;
- f. Supervise management engineering activities and conduct studies of all operations to determine performance standard;
- g. Provide, subject to budgetary ceilings, fund estimates in support of the Department's operations, plans, and programs;
- h. Assist management in the presentation of the Department's budgetary estimates before administrative and legislative bodies;
- i. Supervise activities relative to accounting and financial transactions of the Department;
- j. Allocate available funds for programs on the basis of approved guidelines and policies;
- k. Prepare and submit financial reports to management and other government departments and agencies authorized to receive such reports;
- l. Maintain basic and subsidiary accounting records and books of accounts to reflect accurate and current financial information required by existing auditing rules and regulations and by management;
- m. Certify to the availability of funds, obligate funds, and issue treasury warrants to liquidate obligations;
- n. Analyze and review reports on unliquidated accountability; and
- o. Perform such other functions as may be provided by law.

#### Functions of the Staff for Administration

Sec. 11.3. The Staff for Administration shall have following functions, among others:

- a. Provide direction and guidance on personnel and administrative matters to all bureaus, agencies, and offices under the Department;
- b. Formulate and develop plans and policies on recruitment, selection, placement, promotion, transfer, reappointment, retirement, and separation of personnel;
- c. Formulate plans and policies on career training and development, conduct training programs for civilian personnel in the Department proper, and coordinate all training activities for personnel of the bureaus and offices under the Department;
- d. Formulate policies on records management and administration, and maintain the central records of the Department to include the preservation and safeguarding of all records and documents thereof;
- e. Act on all matters concerning attendance, leaves of absence, appointments, promotions, transfers, and other personnel transactions;
- f. Assist the Secretary in securing the detail and determining the assignments of military personnel;



- g. Provide medical and dental services to the personnel of the Department proper;
- h. Prepare payroll and collection activities affecting civilian and military personnel of the Department proper;
- i. Provide general services to include building and facilities maintenance, security, transport services, supply and equipment procurement and distribution at the Department proper;
- j. Provide publication and message center services which shall include reproduction and distribution of Department publications; and
- k. Perform such other functions as may be provided by law.

#### Functions of the Staff for Installation and Logistics

Sec. 11.4. The Staff for Installation and Logistics shall have the following functions, among others:

- a. Assist the Secretary in providing executive guidance, supervision, and control over all Department activities pertaining to material resources and their allocation, munitions, logistics, technical services, labor, public works, and engineering;
- b. Assist the Secretary in developing civil works program activities and in implementing the same, including the determination of the civilian personnel requirement in support thereof, initiation of appropriate studies on projects sponsored by other government agencies, assessment of the Department's participation in non-military projects and action on all matters relating to real estate, installation, repairs and utilities;
- c. Assist the Secretary in formulating and implementing plans and policies on material resources and their allocation and utilization; oversee procurement, storage, issue, disposal and/or allocation of supplies, materials, equipment, facilities and/or services; and conduct market research on their prevailing prices, among others, by maintaining liaison with the Philippine Chamber of Commerce, Philippine Chamber of Industries, Supply Coordination Office and related government agencies;
- d. Assist the Secretary in the review and implementation of decisions on bids, awards, contracts, and purchase and job orders relative to the procurement of materials and equipment;
- e. Provide staff action on Military Assistance Program (MAP) and reparations matters; and
- f. Perform such other functions as may be provided by law.

#### **FUNCTIONS OF THE ARSENAL**

Sec. 12. The Arsenal shall be responsible for the establishment, operation, maintenance, and security of government arsenals; achieving self-sufficiency in small arms, mortars, and other weapons and munitions; designing, developing, manufacturing, procuring, stockpiling, and allocating small arms, mortars, and other weapons and munitions; and devising ways and means for the efficient mobilization of civilian industry to augment the production of the Arsenal in an emergency.

The Arsenal, as graphically depicted in the following organization chart, shall have an Office of the Director composed of the Director, the Assistant Director and the personnel in their immediate Office, a Planning Division, a Comptroller Division, an Administrative Division, an Engineering Division, a Propellant Division, a Cartridge Division, a Primer Division, and a Case and Bullet Division with corresponding duties and responsibilities, as follows:

#### Functions of the Office of the Director

Sec. 12.1. The Office of the Director shall have the following functions, among others:

- a. Promulgate rules and regulations necessary to carry out the policies and attain the objectives of the Arsenal;
- b. Exercise supervision and control over all the units of the Arsenal; and
- c. Perform such other functions as may be provided by law.

#### Functions of the Planning Division

Sec. 12.2. The Planning Division shall have the following functions, among others:

- a. Prepare and update long-range plans and programs for the Arsenal;
- b. Determine the annual production output;
- c. Continually review the production schedules and update the same;
- d. Plan out the schedule of orders and deliveries; and
- e. Perform such other functions as may be provided by law.

#### Functions of the Comptroller Division

Sec. 12.3. The Comptroller Division shall have the following functions, among others:

- a. Establish management controls and a reporting system;
- b. Set-up and maintain a cost accounting system;
- c. Conduct management reviews and review program expenditures;
- d. Prepare budget estimates in support of the annual plans and programs;
- e. Prepare and submit financial statements and reports;
- f. Maintain basic and subsidiary accounting records and books of accounts to reflect accurate and current financial information required by existing auditing rules and regulations and by management;
- g. Certify to the availability of funds, obligate funds, and issue treasury warrants to liquidate obligations;
- h. Prepare billings to debtors of the National Government; and
- i. Perform such other functions as may be provided by law.

#### Functions of the Administrative Division

Sec. 12.4. The Administrative Division shall have the following functions, among others:

- a. Advise management on personnel policy and administration;
- b. Act on all matters concerning attendance, leaves of absence, appointments, promotions, transfers, and other personnel transactions;
- c. Take charge of the safety requirements and standards of the Agency; publish safety regulations, standards, and policies within the Arsenal conduct necessary training programs for the safety of personnel;
- d. Implement appropriate security measures;
- e. Provide legal advice to the Director and the different units of the Arsenal; and act on legal matters pertaining to the Arsenal, including contracts, claims, investigation reports, administrative cases, legal opinions, and related matters;
- f. Provide general services for the Government Arsenal, including ground maintenance, power supply, water system, mail, custodial and transport facilities, and communication system to support the various activities of the various Arsenal sub-plants and subsidiaries;
- g. Procure, store, and issue all supplies, materials, and equipment of the Arsenal;
- h. Account properties and coordinate with the plant divisions and other units for the receipt and issue of supplies, materials, and equipment needed by the Arsenal; and
- i. Perform such other functions as may be provided by law.

#### Functions of the Engineering Division

Sec. 12.5. The Engineering Division shall have the following functions, among others:

- a. Study and recommend designs and modifications on equipment and parts for effective use of the Arsenal;
- b. Provide technical know-how in the installation and erection of Arsenal equipment and buildings;
- c. Assure the quality of Arsenal products;
- d. Establish the process norms in the plants for the manufacture of products according to specific standards with least waste;
- e. Coordinate with other units for the effective and efficient attainment of production goals;
- f. Take charge of the quality production, planning, and control of all the four plants; and
- g. Perform such other functions as may be provided by law.

#### Functions of the Propellant Division

Sec. 12.6. The Propellant Division shall have the following functions, among others:

- a. Manufacture propellant powder from raw materials in accordance with specifications; and
- b. Perform such other functions as may be provided by law.

#### Functions of the Cartridge Division

Sec. 12.7. The Cartridge Division shall have the following functions, among others:

- a. Assemble components into finished cartridges in accordance with specifications; and
- b. Perform such other functions as may be provided by law.

#### Functions of the Primer Division

Sec. 12.8. The Primer Division shall have the following functions, among others:

- a. Manufacture primers from raw materials in accordance with specifications; and
- b. Perform such other functions as may be provided by law.

#### Functions of the Case and Bullet Division

Sec. 12.9. The Case and Bullet Division shall have the following functions, among others:

- a. Manufacture cases and bullets in accordance with specifications; and
- b. Perform such other functions as may be provided by law.

### **FUNCTIONS OF THE OFFICE OF CIVIL DEFENSE**

Sec. 13. The Office of Civil Defense shall be responsible for coordinating, on the national level, the activities and functions of various agencies and instrumentalities of the National Government and private institutions and civic organizations devoted to public welfare so that the facilities and resources of the entire nation may be utilized to the maximum extent for the protection and preservation of the civilian populace and property during time of war and other national emergencies of equally grave character, it shall have the following functions, among others:

- a. Establish and administer a comprehensive national civil defense and civil assistance program;
- b. Formulate policies and prepare plans for the protection and welfare of the civilian populace in time of war directly involving the Philippines or other national emergencies of equally grave character;
- c. Estimate the total material manpower and fiscal requirements for carrying out the national civil defense and civil assistance program and allocate to the provinces and cities such aid in facilities materials, and funds as may be made available from the National Government;
- d. Develop and coordinate program for informing, educating, and training the general public and volunteer workers on civil defense and civil assistance measures and activities;
- e. Furnish guidance to the various provinces, cities, and municipalities in the planning, organization, and operation of their civil defense organizations;
- f. Advise the Secretary on matters concerning civil defense and make recommendations from time to time as may be deemed appropriate or as the Secretary may require; and
- g. Perform such other functions as may be provided by law.

The Office, as graphically depicted in the following organization chart, shall have an Office of the Administrator composed of the Administrator, the Deputy Administrator and the personnel in their immediate Office, an Administrative Division, a Plans and Training Division, a Communications, Warning and Operations Division, an Operations Control and Coordinating Center, and such number of field stations as the exigencies of the national civil defense and civil assistance programs may require, with corresponding duties and responsibilities, as follows:

#### Functions of the Office of the Administrator

Sec. 13.1. The Office of the Administrator shall have the following functions, among others:

- a. Exercise supervision and control over all units, including field stations, under the Office;
- b. Promulgate rules and regulations necessary to carry out the policies and attain the objectives of the Office; and
- c. Perform such other functions as may be provided by law.

#### Functions of the Administrative Division

Sec. 13.2. The Administrative Division shall have the following functions, among others:

- a. Advise management on personnel policy and administration;
- b. Act on all matters concerning attendance, leaves of absence, appointments, promotions, transfers, and other personnel transactions;
- c. Provide legal advice to the Administrator, Deputy Administrator and the different divisions and units of the Office;
- d. Handle the legal matters and problems affecting the Office;
- e. Receive, collect and deposit cash, prepare payrolls, and process vouchers for payment of the Office obligations;
- f. Prepare, subject to budgetary ceilings, fund estimates in support of the Office's operations, plans, and programs;
- g. Assist management in the presentation of the Office's budgetary estimates before administrative and legislative bodies;
- h. Maintain basic and subsidiary accounting records and books of accounts to reflect accurate and current financial information required by existing auditing rules and regulations and by management;
- i. Prepare and submit financial reports to management and other government departments and agencies authorized to receive such reports;
- j. Certify to the availability of funds, obligate funds, and issue treasury warrants to liquidate obligations;
- k. File and maintain necessary records and establish a records disposition program for the Office;
- l. Procure, store, and distribute supplies and equipment of the Office, and conduct periodic inventories of the same;
- m. Provide mail, transportation, custodial, janitorial, security, and general utility services for the Office; and

n. Perform such other functions as may be provided by law.

#### Functions of the Plans and Training Division

Sec. 13.3. The Plans and Training Division shall have the following functions, among others:

- a. Establish a comprehensive civil defense program;
- b. Formulate policies and prepare plans for the protection of the populace;
- c. Develop and coordinate a program for informing, educating, and training the general public and volunteer workers on civil defense activities;
- d. Formulate policies and integrate action programs of the Department and other government agencies on civil emergency and disturbance control, rescue and evacuation and relief and rehabilitation; and
- e. Perform such other functions as may be provided by law.

#### Functions of the Communications, Warning and Operations Division

Sec. 13.4. The Communications, Warning and Operations Division shall have the following functions, among others:

- a. Disseminate information regarding precautionary measures to be taken during natural and man-made disasters including messages for the coordination of all government agencies with communications facilities;
- b. Implement rules and regulations governing the participation of the broadcast industry in the warning system;
- c. Coordinate on the national level the communications capability of the government and private sectors for the transmission, reception, and dissemination of emergency messages;
- d. Supervise, train, and guide all communications and warning personnel on the national, provincial, city, and municipal levels;
- e. Provide, operate, and maintain necessary communications facilities between the Office of Civil Defense and members of the Committee on Warning System (COWS) and the Emergency Broadcasting System (EBS);
- f. Prepare, process, analyze, and evaluate information gathered for proper recovery action and disposition;
- g. Provide and maintain updated information materials, such as maps, bulletins and status boards for immediate action on any eventuality;
- h. Record, compile, and update data on manpower and other resources of the government for reference and guidance purposes; and
- i. Perform such other functions as may be provided by law.

#### Functions of the Operations Control and Coordinating Center

Sec. 13.5. The Operations Control and Coordinating Center shall have the following functions, among others:

- a. Provide executive management and control of national government and multi-departmental type of disaster control and stabilization operations to meet various forms of civil emergencies and disturbances;
- b. Establish operational schemes in response to various forms of disasters, calamities, and civil disturbances in different localities;
- c. Coordinate rescue and evacuation and relief and rehabilitation activities of all government agencies, private volunteer groups, and foreign/international assistance groups/agencies;
- d. Coordinate with the different agencies, both government and private, on civil defense and civil assistance activities;
- e. Coordinate with the National Computer Center (NCC) on provision of input data on demography, resources, transportation and communication facilities, and political structure and leadership down to the barrio level, for management and operational use;
- f. Collect, process, and disseminate national disaster/emergency control information;
- g. Maintain communications with other assistance agencies/volunteer groups; and
- h. Perform such other functions as may be provided by law.

#### Functions of the Field Stations

Sec. 13.6. The Field Stations shall have the following functions, among others:

- a. Serve as forward headquarters of operation in their respective areas under emergency situations;
- b. Exercise coordination and control over local civil defense direction centers in cases of emergency in isolated areas, including civil assistance; and
- c. Perform such other functions as may be provided by law.

### **FUNCTIONS OF THE PHILIPPINE VETERANS AFFAIRS OFFICE**

Sec. 14. The Philippine Veterans Affairs Office shall, among others, be responsible for administering all benefits to veterans, their heirs and beneficiaries; providing medical care and treatment to veterans pursuant to existing laws; formulating policies concerning ex-servicemen affairs, including their placement and training as well as assistance to widows, dependents and retiring military personnel; and performing such other functions as may be provided by law.

The Office, as graphically depicted in the following organization chart, shall have an Office of the Administrator composed of the Administrator, the Deputy Administrator and the personnel in their immediate Office, a Disability Rating Board, an Administrative Division, a Financial and Management Division, a Claims and Pensions Branch, a Veterans Memorial Hospital, and such number of field teams as the exigencies of the veterans affairs program may require, with corresponding duties and responsibilities, as follows:

### **FUNCTIONS OF THE OFFICE OF THE ADMINISTRATOR**

Sec. 15. The Office of the Administrator shall have the following functions, among others:

- a. Exercise supervision and control over all units including field teams under it;

- b. Promulgate rules and regulations necessary to carry out the policies and attain objectives of the Office;
- c. Approve long-range plans for the promotion of veterans' welfare including their widows, orphans and other dependents; and
- d. Perform such other functions as may be provided by law.

#### **FUNCTIONS OF THE DISABILITY RATING BOARD**

Sec. 16. The Disability Rating Board shall have the following functions, among others;

- a. Formulate policies for determining the degree of ratings/disability of all persons applying for disability pension;
- b. Formulate policies relative to re-evaluation and re-determination of veteran/ex-service men's service-connected disability;
- c. Recommend the physical examination of disability pensioners for re-determination of their disability; and
- d. Perform such other functions as may be provided by law.

#### **FUNCTIONS OF THE ADMINISTRATIVE DIVISION**

Sec. 17. The Administrative Division shall, among others, be responsible for providing the Office with economical, efficient, and effective services relating to personnel, legal assistance, information, records, supplies, equipment, collection, disbursements, security, and custodial work. It shall have the following sections with corresponding duties and responsibilities, as follows:

##### **Functions of the Public Assistance and Information Section**

Sec. 17.1. The Public Assistance and Information Section shall have the following functions, among others:

- a. Develop programs to have the policies, plans, veterans laws and rules, and activities of the Office properly understood by the public;
- b. Produce and disseminate media materials to implement the information program of the Office;
- c. Maintain liaison with government and private agencies whose functions relate to veterans;
- d. Prepare materials for radio broadcast or press release to media;
- e. Publish necessary information bulletins for the benefit of veterans; and
- f. Perform such other functions as may be provided by law.

##### **Functions of the Personnel Section**

Sec. 17.2. The Personnel Section shall have the following functions, among others:

- a. Advise management on personnel policy and administration;



- b. Formulate policies governing personnel management such as recruitment, selection, transfer, promotion, leaves, separation or retirement;
- c. Act on all matters concerning attendance, leaves of absence, appointments, promotions, transfers, and other personnel transactions;
- d. Conduct training programs;
- e. Maintain personnel records and statistics; and
- f. Perform such other functions as may be provided by law.

#### Functions of the General Services Section

Sec. 17.3. The General Services Section shall have the following functions, among others:

- a. File and maintain all records and documents relative to claims for benefits being administered by the Office;
- b. Provide mail, transportation, security guarding, janitorial, and general utility services for the Office;
- c. Procure, store, and distribute supplies and equipment of the Office, and conduct periodic inventories of the same;
- d. Receive, collect and deposit cash, prepare payrolls and process vouchers for payments of the Office obligations; and
- e. Perform such other functions as may be provided by law.

#### **FUNCTIONS OF THE LEGAL AND INVESTIGATION DIVISION**

Sec. 18. The Legal and Investigation Division shall have the following functions, among others:

- a. Provide legal advice to the Administrator, the Deputy Administrator, and the divisions and units of the Office;
- b. Interpret laws and rules affecting the operations of the Office;
- c. Conduct legal research work and prepare proposed legislation on veterans matters;
- d. Review for the Administrator claims in cases where doubts exist and report on the validity of such claims;
- e. Examine and evaluate claims of unrecognized guerilla or political prisoners;
- f. Conduct spot or field investigations concerning the identity and whereabouts of claimants and the genuineness of supporting documents and other relevant information necessary for arriving at sound decision or judgment;
- g. Compile all U.S. and Philippine laws providing rights and benefits to Filipino veterans, their heirs and beneficiaries, including policies, rules, and regulations thereon; and
- h. Perform such other functions as may be provided by law.

#### **FUNCTIONS OF THE FINANCIAL AND MANAGEMENT DIVISION**

Sec. 19. The Financial and Management Division shall be responsible for providing the Office with staff advice and assistance on budgeting, financial, and management improvement matters. It shall have the following sections with corresponding duties and responsibilities, as follows:

#### Functions of the Budget Section

Sec. 19.1. The Budget Section shall have the following functions, among others:

- a. Provide, subject to budgetary ceilings, fund estimates in support of the Office operations, plans, and programs;
- b. Assist management in the presentation of the Office's budgetary estimates before administrative and legislative bodies;
- c. Prepare annual financial work plans;
- d. Allocate available funds to programs on the basis of approved guidelines and priorities;
- e. Issue allotment advice in support of the fund requirements for the conduct of the operations under each program;
- f. Review performance reports to determine conformance with set standards;
- g. Prepare financial reports for management guidance and as required by higher authorities; and
- h. Perform such other functions as may be provided by law.

#### Functions of the Accounting Section

Sec. 19.2. The Accounting Section shall have the following functions, among others:

- a. Advise management on financial matters;
- b. Prepare and submit financial reports to management and other government departments and agencies authorized to receive such reports;
- c. Maintain basic and subsidiary accounting records and books of accounts to reflect accurate and current financial information required by existing auditing rules and regulations and by management;
- d. Certify to the availability of funds, obligate funds, and issue treasury warrants to liquidate obligations;
- e. Process requisitions, vouchers and reports of collection and disbursement; and
- f. Perform such other functions as may be provided by law.

#### Functions of the Management Section

Sec. 19.3. The Management Section shall have the following functions, among others:

- a. Develop plan and program objectives relative to management improvement in the Office;
- b. Examine the administrative organization of the Office and make recommendations for improvement;

- c. Maintain and update the Office organization and other manuals;
- d. Undertake regular management surveys of organizational structure, manpower, and operations; study special problems as assigned; review existing methods, procedures, and systems; and make recommendations for improvement;
- e. Develop new and improved management systems; exercise staff supervision over the implementation of such improvements; and provide training in the use of the systems;
- f. Review internal control systems for safeguarding money and property to ascertain weaknesses and deficiencies requiring correction; and
- g. Perform such other functions as may be provided by law.

### **FUNCTIONS OF THE CLAIMS AND PENSIONS BRANCH**

Sec. 20. The Claims and Pensions Branch shall, among others, be responsible for adjudicating and administering all benefits, pensions, and other privileges, except medical care and treatment granted to veterans, their heirs or beneficiaries; providing assistance to retiring and retired/honorably discharged military personnel to acquire gainful employment; and performing such other functions as may be provided by law. It shall have the following divisions with corresponding duties and responsibilities, as follows:

#### **Functions of the Special Projects Division**

Sec. 20.1. The Special Projects Division shall have the following functions, among others:

- a. Undertake feasibility studies on projects or business ventures which could accommodate retired or retiring military personnel;
- b. Maintain statistical information concerning qualifications and expertise necessary for civilian employment;
- c. Promote and develop the formation of private business corporations/cooperatives among retiring or retired personnel and furnish technical and professional assistance to them;
- d. Provide assistance to widows and dependents of military personnel whose problems are brought to the attention of the Secretary pursuant to Executive Order No. 366, series of 1972; and
- e. Perform such other functions as may be provided by law.

#### **Functions of the Placement and Training Division**

Sec. 20.2. The Placement and Training Division shall have the following functions, among others:

- a. Assist retiring and retired/honorably discharged military personnel in acquiring gainful employment;
- b. Formulate and implement plans for the acquisition of skills for civilian endeavors;
- c. Provide guidance and counseling to retiring personnel for adjustment to civilian life and train them on skills necessary for civilian endeavor;
- d. Provide liaison and coordination with civilian business agencies for possible employment of retirees; and

e. Perform such other functions as may be provided by law.

#### Functions of the Miscellaneous Benefits Division

Sec. 20.3. The Miscellaneous Benefits Division shall have the following functions, among others:

- a. Process all claims which do not fall under the jurisdiction of any other operating division in the Office;
- b. Formulate policies and make recommendations concerning claims for various veterans preferences in Civil Service examinations, employment priority and public lands acquisition under Executive Order No. 132, series of 1948 and R.A. No. 1363;
- c. Coordinate with the AFP in securing documents to support applications for miscellaneous benefits under the Philippine or U.S. laws;
- d. Docket, process, and recommend appropriate action on claims for backpay under R.A. No. 304, as amended by R.A. No. 897;
- e. Maintain up-to-date statistical records of claims under these categories; and
- f. Perform such other functions as may be provided by law.

#### Functions of the Pension and Gratuity Division

Sec. 20.4. The Pension and Gratuity Division shall have the following functions, among others:

- a. Formulate policies in the administration and implementation of pension laws for World War II veterans and next of kin, including veterans of Philippine Expeditionary Forces sent overseas and those who were disabled while in the active service of the Armed Forces of the Philippines;
- b. Docket, process, and recommend appropriate action on all claims for pension under C.A. 603, R.A. 573, and R.A. 610, as amended;
- c. Maintain up-to-date statistical records of all pension claims under these categories;
- d. Maintain up-to-date compilation of policies, rules, and regulations on the administration of various pension laws; and
- e. Perform such other functions as may be provided by law.

#### Functions of the Educational Benefits Division

Sec. 20.5. The Educational Benefits Division shall have the following functions, among others:

- a. Formulate policies and make recommendations concerning claims for educational benefits;
- b. Process and recommend appropriate action on all claims for educational benefits, including renewal and extension of said benefits under R.A. 65, as amended;
- c. Keep up-to-date records of all educational claims received, including action taken;

- d. Prepare and maintain an up-to-date compilation of all policies, rules, and regulations in the administration of educational benefits;
- e. Prepare up-to-date statistical records of educational claims, break down of courses taken and other information helpful in the processing of claims for educational benefits; and
- f. Perform such other functions as may be provided by law.

#### Functions of the Special Claims Division

Sec. 20.6. The Special Claims Division shall have the following functions, among others:

- a. Formulate policies and make recommendations concerning claims under the backpay program of the \$31M Fund;
- b. Docket, process, and recommend appropriate action on claims for benefits provided under Philippine or U.S. laws, specifically the benefit claims for World War II veterans payable under the Fund;
- c. Provide operating guidelines for the processing, adjudication and/or payment of claims under the backpay program of the Fund;
- d. Coordinate with other agencies which participate in the settlement of claims under the Fund; and
- e. Perform such other functions as may be provided by law.

#### **FUNCTIONS OF THE VETERANS MEMORIAL HOSPITAL**

Sec. 21. The Veterans Memorial Hospital shall retain its present organizational structure and perform its present functions under the laws creating it, except that the Internal Audit of the Veterans Memorial Hospital shall be converted into a Management Division and placed under the Comptroller to conform with the abolition of internal audit units under the Plan.

#### **FUNCTIONS OF THE FIELD TEAMS**

Sec. 22. The Field Teams as established shall be responsible for assisting veterans in their claims for benefits and performing such other functions as may be provided by law.

#### **FUNCTIONS OF THE BUREAU OF COAST AND GEODETIC SURVEY**

Sec. 23. The Bureau of Coast and Geodetic Survey (BCGS) shall be responsible for undertaking basic map-making; exercising supervision over the use of aerial photographs of maps, such as photomosaic, planimetric, and topographic maps; and performing such other functions as may be provided by law.

The Bureau shall have the following functions, among others:

- a. Undertake hydrographic and topographic survey of all Philippine waters and the entire Archipelago;
- b. Establish control points for coastal and inland surveys;
- c. Establish marks for meridian lines and for the determination of magnetic variations;
- d. Publish topographic, nautical, and aeronautical charts, coast pilot and notices to mariners associated with hydrography of the Philippine Archipelago;

- e. Conduct tidal and current observations for the prediction of the tidal movements;
- f. Compile informative data pertaining to survey of the country;
- g. Coordinate the activities of surveying and mapping agencies in the government and semi-government corporations;
- h. Develop and encourage free private enterprise in the field of surveying and mapping;
- i. Promote and encourage research and development for the improvement of production methods;
- j. Promulgate and adopt a set of mapping and surveying standards;
- k. Obtain the necessary data for the compilation, reproduction, and publication of any map and chart unless such function is vested under existing laws in any other government agency; and
- l. Perform such other functions as may be provided by law.

The Bureau, as graphically depicted in the following organization chart, shall have a Planning Division, a Financial and Management Division, an Administrative Division, a Division of Coastal Surveys, a Division of Control and Topographic Surveys, a Geodesy and Geophysics Division, a Cartographic Division, a Photolithographic Division, and a Nautical Division with corresponding duties and responsibilities, as follows:

#### Functions of the Planning Division

Sec. 23.1. The Planning Division shall have the following functions, among others:

- a. Develop programs and formulate plans for nationwide coast and geodetic surveys, observations, and mapping operations;
- b. Conduct economic, technical and financial, and organizational feasibility studies for surveys of various coastal areas to provide supportive activities and data for maritime navigation and mineral oil exploitation;
- c. Conduct researches on materials used in printing and photolithographic processes and equipment with geophysical and geodetic measurements;
- d. Review the progress of projects under implementation to check against established standards;
- e. Maintain liaison with the central planning agency and other appropriate planning bodies; and
- f. Perform such other functions as may be provided by law.

#### Functions of the Financial and Management Division

Sec. 23.2. The Financial and Management Division shall have the following functions, among others:

- a. Provide, subject to budgetary ceilings, fund estimates in support of the Bureau's operations, plans and programs;
- b. Assist management in the presentation of the Bureau's budgetary estimates before administrative and legislative bodies;

- c. Gather statistics and data on work performance in support of the budget;
- d. Prepare annual financial work plans;
- e. Advise management on financial matters;
- f. Maintain basic and subsidiary accounting records and books of accounts to reflect accurate and current financial information required by existing auditing rules and regulations and by management;
- g. Certify to the availability of funds;
- h. Implement financial policies and give technical advice on financial matters;
- i. Consolidate financial data and submit financial statements and reports;
- j. Develop plan and program objectives relative to management improvement in the Bureau;
- k. Examine the administrative organization of the Bureau and make recommendations for improvement;
- l. Maintain and update the Bureau's organization and other manuals;
- m. Undertake regular management surveys of organizational structure, manpower, and operations; study special problems as assigned; review existing methods, procedures, and systems; and make recommendations for improvement;
- n. Review internal control systems for safeguarding money and property to ascertain weaknesses and deficiencies requiring correction; and
- o. Perform such other functions as may be provided by law.

#### Functions of the Administrative Division

Sec. 23.3. The Administrative Division shall have following functions, among others:

- a. Advise management on personnel policy and administration;
- b. Act on all matters concerning attendance, leaves of absence, appointments, promotion, transfer, and other personnel transactions;
- c. Conduct training programs in the Bureau;
- d. Provide legal advice to the Director, Assistant Director and the divisions and units of the Bureau;
- e. Act on all legal matters pertaining to the Bureau;
- f. Receive, collect, and deposit cash, prepare payrolls, and process vouchers for payment of the Bureau's obligations;
- g. Produce and disseminate media materials to implement the information programs of the Bureau;
- h. File and maintain necessary records and establish a records disposition program for the Bureau;

- i. Procure, store, and distribute supplies and equipment of the Bureau, and conduct periodic inventories of the same;
- j. Provide mail, transportation, security guarding, library, archives, and janitorial services; and
- k. Perform such other functions as may be provided by law.

#### Functions of the Division of Coastal Surveys

Sec. 23.4. The Division of Coastal Surveys shall have the following functions, among others:

- a. Operate the ships “Research”, “Pathfinder” and “Atyimba” in accordance with prescribed regulations governing ship operations;
- b. Operate the ships as base for smaller survey vessels and launches and field parties;
- c. Undertake new and revision surveys of ports, harbors and anchorages involving hydrography, triangulation, topography and leveling; special surveys for national defense and economic development projects; geodetic control surveys; tides, and currents observations; and magnetic, gravity, and oceanographic surveys;
- d. Investigate and verify aids and dangers to navigation;
- e. Field edit maps, charts, and coast pilot; and
- f. Perform such other functions as may be provided by law.

#### Functions of the Division of Control and Topographic Surveys

Sec. 23.5. The Division of Control and Topographic Surveys shall have the following functions, among others:

- a. Operate the RPS “Arinya”, RPS “Arlunya”, Motor Vessel “Alber”, and smaller vessels in accordance with prescribed regulations governing ship operations;
- b. Undertake new and revision surveys of ports, harbors and anchorages of limited extent; surveys for special purposes; geodetic control surveys along the coast; tides, and currents observations; and magnetic, gravity, and oceanographic surveys;
- c. Investigate and verify aids and dangers to navigation;
- d. Field edit maps, charts, and coast pilot;
- e. Install and inspect primary and secondary tide stations;
- f. Inspect and transport detached field parties;
- g. Assist bigger vessels for execution of combined operations;
- h. Undertake topographic mapping of the Philippine territory, the extension of horizontal and vertical control based on the Philippine Geodetic and Vertical Controls in land with consequent triangulation stations and bench marks, magnetic, and gravity surveys; and
- i. Perform such other functions as may be provided by law.



#### Functions of the Geodesy and Geophysics Division

Sec. 23.6. The Geodesy and Geophysics Division shall have the following functions, among others:

- a. Supervise geodetic survey computation, analysis, and adjustment of triangulation networks;
- b. Prepare computation of geographic positions and conversion into plane coordinates;
- c. Prepare manuscripts for horizontal and vertical positions;
- d. Direct and supervise computation and analysis of astronomical and base line observations;
- e. Supervise all computations and adjustments of geophysical observations in the field of terrestrial magnetism and gravity;
- f. Plan and supervise the preparation of gravity anomaly maps, isomagnetic and isogenic charts;
- g. Check the computation of field observations;
- h. Analyze field observations in geomagnetic elements;
- i. Supervise all phases of oceanographic computation, analysis, tabulation, synthesis, and final checking;
- j. Compute tidal datum planes and predict tidal movements;
- k. Prepare tidal and current tables;
- l. Process physical oceanographic observations involving temperatures, salinity, and pressure;
- m. Prepare oceanographic atlases; and
- n. Perform such other functions as may be provided by law.

#### Functions of the Cartographic Division

Sec. 23.7. The Cartographic Division shall have following functions, among others:

- a. Initiate, plan, and supervise the construction and production of topographic maps and aero nautical charts covering the Philippines;
- b. Prepare specifications of field surveys;
- c. Evaluate data from field surveys and surveys of other public and private agencies;
- d. Evaluate topographic and aerial surveys conducted by the Bureau and data from public and private entities for use in the production of topographic and aeronautical charts and maintenance of the same;
- e. Coordinate with other divisions in the Bureau and other government and private agencies in possession of relevant information which may be incorporated in the topographic and aeronautical charts;
- f. Disseminate topographic and aeronautical information to public and private agencies;

- g. Prepare, compile, and maintain topographic maps and aeronautical charts of the national territory; and
- h. Perform such other functions as may be provided by law.

#### Functions of the Photolithographic Division

Sec. 23.8. The Photolithographic Division shall have the following functions, among others:

- a. Reproduce by photographic and lithographic processes nautical and aeronautical charts, topographic maps, publications relating to the geography and hydrography of the Philippines, official forms, record books necessary in the operation of the Bureau, and other similar printed matters required by government agencies;
- b. Print nautical and aeronautical charts, topographic maps, graphs, diagrams, notices to mariners, coast pilot notes, other publications relating to the geography or hydrography of the Philippines, office and technical forms, and other similar printed matters required by other government agencies; and
- c. Perform such other functions as may be provided by law.

#### Functions of the Nautical Division

Sec. 23.9. The Nautical Division shall have the following functions, among others;

- a. Initiate, plan, and supervise the construction and production of nautical charts covering the Philippines;
- b. Prepare specifications of field surveys;
- c. Evaluate data from field surveys and surveys of other public and private agencies;
- d. Evaluate hydrographic surveys conducted by the Bureau and data from public and private entities for use in the production of nautical charts;
- e. Coordinate with other divisions in the Bureau and all other government and private agencies in possession of relevant information which may be incorporated in the nautical charts;
- f. Disseminate nautical information to public and private agencies;
- g. Disseminate and sell to the public directly or through mail orders all Bureau publications received from the Photolithographic Division;
- h. Conduct periodic inventories of the publications stock;
- i. Prepare reports on distribution and sales of publications; and
- j. Perform such other functions as may be provided by law,

#### **FUNCTIONS OF THE WEATHER BUREAU**

Sec. 24. The Weather Bureau shall have the following functions, among others:

- a. Operate and maintain a system of weather forecasting and storm warning on the level of international efficiency standards for the general public, Domestic Aviation, International Aviation, and inter-island and international shipping in the Philippine waters and adjacent seas;
- b. Dispatch telegraphic warnings to provinces threatened by storm;
- c. Collect, classify, compute, and analyze climato-logical data from all over the Archipelago for the benefit of agriculture, commerce, industry, public works, hydro-electrical development, irrigation, town planning, etc;
- d. Observe, study and interpret seismic (earthquake) disturbances, volcanic activities, and other geophysical phenomena;
- e. Determine earthquake centers and major faults, and the relation in time and distribution of Philippine earthquakes;
- f. Undertake researches aimed at reducing the danger, to life and property caused by the above-mentioned disturbances;
- g. Study the practical application of astronomy to industry, disseminate daily standard time determined by astronomical observations and computations, and rate chronometers, particularly those used in air and sea navigation;
- h. Prepare and publish technical papers on meteorological, climatological, seismic and astronomical observations; and
- i. Perform such other functions as may be provided by law.

The Bureau, as graphically depicted in the following organization chart, shall have a Coordinating Staff for International Affairs, a Financial and Management Division an Administrative Division, an Institute of Meteorology, a Weather Forecasting Branch, an Observation and Station Facilities Branch, a Field Services Branch, a General Meteorological Services Branch, and an Allied Scientific Services Branch with corresponding duties and responsibilities, as follows:

#### Functions of the Coordinating Staff for International Affairs

Sec. 24.1. The Coordinating Staff for International Affairs shall have the following functions, among others:

- a. Coordinate the Bureau's participation in and contribution to cooperative activities specially in relation to such specialized agencies of the United Nations as the World Meteorological Organization (WMO), International Civil Aviation Organization (ICAO), Economic Commission for Asia and the Far East (ECAFE), and other foreign meteorological agencies; and
- b. Perform such other functions as may be provided by law.

#### Functions of the Financial and Management Division

Sec. 24.2. The Financial and Management Division shall have the following functions, among others:

- a. Prepare, subject to budgetary ceilings, fund estimates in support of the Bureau's operations, plans, and programs;

- b. Assist management in the presentation of the Bureau's budgetary estimates before administrative and legislative bodies;
- c. Prepare annual financial work plans;
- d. Advise management on financial matters;
- e. Maintain basic and subsidiary accounting records and books of accounts to reflect accurate and current financial information required by existing auditing rules and regulations and by management;
- f. Process requisitions, vouchers, and reports of collections and disbursements;
- g. Prepare and submit financial reports to management and other government departments and agencies authorized to receive such reports;
- h. Certify to the availability of funds, obligate funds, and issue treasury warrants to liquidate obligations;
- i. Develop plan and program objectives relative to management improvement in the Office;
- j. Examine the administrative organization of the Department and make recommendations for improvement;
- k. Maintain and update the Office organization and other manuals;
- l. Undertake regular management surveys of organizational structure, manpower, and operations; study special problems as assigned; review existing methods, procedures, and systems; and make recommendations for improvement; and
- m. Perform such other functions as may be provided by law.

#### Functions of the Administrative Division

Sec. 24.3. The Administrative Division shall have the following functions, among others:

- a. Advise management on personnel policy and administration;
- b. Act on all matters concerning attendance, leaves of absence, appointments, promotions, transfers, and other personnel transactions;
- c. Receive, collect and deposit cash, prepare payrolls and process vouchers for payment of the Bureau's obligations;
- d. Develop programs to have the policies, plans, and activities of the Bureau properly understood by the public;
- e. Produce and disseminate media materials to implement the information program of the Bureau;
- f. File and maintain necessary records and establish a records disposition program for the Bureau;
- g. Procure, store, and distribute supplies and equipment of the Bureau, and conduct periodic inventories of the same;
- h. Provide mail, transportation, custodial, janitorial, security, and general utility services for the Bureau; and
- i. Perform such other functions as may be provided by law.

## **FUNCTIONS OF THE INSTITUTE OF METEOROLOGY**

Sec. 25. The Institute of Meteorology shall, among others, be responsible for formulating and directing the Bureau's training programs for meteorological and other technical personnel; developing jointly with the Department of Meteorology, University of the Philippines, research programs in various applied meteorological and allied fields directly related to the needs of the country's development projects; and performing such other functions as may be provided by law. It shall have a Training Division with corresponding duties and responsibilities, as follows:

### **Functions of the Training Division**

Sec. 25.1. The Training Division shall have the following functions, among others:

- a. Establish training facilities for all levels of meteorological personnel including seismological and astronomical personnel;
- b. Carry out periodic workshops and seminars providing in-service training to all levels of meteorological, seismological, and astronomical personnel;
- c. Publish and disseminate technical papers, bulletins, brochures, and other printed materials for science demonstrations;
- d. Obtain fellowships, both local and foreign, for the training of technical personnel in the Bureau; and
- e. Perform such other functions as may be provided by law.

## **FUNCTIONS OF THE WEATHER FORECASTING BRANCH**

Sec. 26. The Weather Forecasting Branch shall be responsible for formulating, analyzing, and implementing weather forecast programs; determining weather data needs of the service; studying developments in the science of meteorological analyses and forecasting for local application; and performing such other functions as may be provided by law. It shall have the following divisions with corresponding duties and responsibilities, as follows:

### **Functions of the Forecasting Division**

Sec. 26.1. The Forecasting Division shall have the following functions, among others:

- a. Direct the development and dissemination of weather forecasts and warnings;
- b. Supervise the general weather service consisting of daily weather forecasts and advices for the public, agriculture, business, commerce, and industry to help promote national development; and
- c. Perform such other functions as may be provided by law.

### **Functions of the Meteorological Analysis and Exchange Division**

Sec. 26.2. The Meteorological Analysis and Exchange Division shall have the following functions, among others:

- a. Direct the collection, scheduling, and processing of weather reports covering a large area of the world;
- b. Promote the timely exchange of synoptic reports and analyses, both on the domestic and international scale;

- c. Analyze large scale motions of planetary weather systems and make predictions of their motions on charts; and
- d. Perform such other functions as may be provided by law.

### **FUNCTIONS OF THE OBSERVATION AND STATION FACILITIES BRANCH**

Sec. 27. The Observation and Station Facilities Branch shall be responsible for formulating and implementing field observation programs; planning for the development, operation, and maintenance of communication, instruments and station facilities; channeling weather forecasts, typhoon warnings, and other meteorological, astronomical, and seismological bulletins through the communication facilities of the Bureau and other agencies; and performing such other functions as may be provided by law. It shall have the following divisions with corresponding duties and responsibilities, as follows:

#### **Functions of the Meteorological Guides and Standards Division**

Sec. 27.1. The Meteorological Guides and Standards Division shall have the following functions, among others:

- a. Formulate basic programs and guides for weather observations, port meteorological liaison activities, and visual storm signal network;
- b. Exercise technical supervision over field stations on matters concerning meteorological observations, port meteorological liaison activities, and visual storm signal network; and
- c. Perform such other functions as may be provided by law.

#### **Functions of the Instrumentation and Communication Division**

Sec. 27.2. The Instrumentation and Communication Division shall have the following functions, among others:

- a. Formulate and supervise the installation, repair, and maintenance of the Bureau's meteorological, seismological, astronomical, and other technical instruments and station facilities;
- b. Direct the planning, development, and maintenance of the Bureau's communication network;
- c. Exercise technical supervision over field stations on matters concerning station facilities; and
- d. Perform such other functions as may be provided by law.

### **FUNCTIONS OF THE FIELD SERVICES BRANCH**

Sec. 28. The Field Services Branch shall be responsible for observing, recording, and reporting the weather and related seismological and astronomical information in the field; disseminating weather forecasts, typhoon warnings and other meteorological, astronomical, and seismological bulletins in the field; administering standard technical and administrative procedures and staffing pattern for the field services of the Bureau, including services performed by the regional divisions; undertaking effective day-to-day management of the regional divisions; and performing such other functions as may be provided by law. It shall have Regional Divisions with corresponding duties and responsibilities, as follows:

#### **Functions of the Regional Divisions**

Sec. 28.1. The three Regional Divisions, namely: Luzon Regional Division, Visayas Regional Division, and Mindanao Regional Division shall have the following functions, among others:

- a. Supervise the implementation of the Bureau's field observation program within their respective regions involving dependent, supplementary, aeronautical and port meteorological, surface synop, supper-air stations, climatological, astronomical, and seismological observation network;
- b. Disseminate weather forecasts, typhoon bulletins, and other pertinent information in the fields of meteorology, astronomy and seismology for public consumption;
- c. Provide advice for the benefit of the general public, snipping, aviation, agriculture, commerce, and industry;
- d. Maintain liaison with agencies concerned within their respective regional areas; and
- e. Perform such other functions as may be provided by law.

#### **FUNCTIONS OF THE GENERAL METEOROLOGICAL SERVICES BRANCH**

Sec. 29. The General Meteorological Services Branch shall be responsible for compiling, analyzing, interpreting, and documenting climatological, hydrometeorological and agroclimatological data; preparing agrometeorological forecasts; conducting pertinent researches and investigation for the benefit of agriculture, commerce and industry, water resources development and management, etc.; operating the Bureau's flood warning services; and performing such other functions as may be provided by law. It shall have the following divisions with corresponding duties and responsibilities, as follows:

##### **Functions of the Climatological Division**

Sec. 29.1. The Climatological Division shall have the following functions, among others:

- a. Direct the compilation, analysis, and interpretation of weather and climatological data;
- b. Conduct researches on climatology;
- c. Maintain liaison with other climatological services of the world;
- d. Supervise the design of climatological networks for hydrologic investigation, commerce, and industry; and
- e. Perform such other functions as may be provided by law.

##### **Functions of the Hydrometeorological Division**

Sec. 29.2. The Hydrometeorological Division shall have the following functions, among others:

- a. Undertake hydrometeorological investigation studies related to water resources development and management;
- b. Provide and develop methods and techniques for flood warning services; and
- c. Perform such other functions as may be provided by law.

#### **FUNCTIONS OF THE ALLIED SCIENTIFIC SERVICES BRANCH**

Sec. 30. The Allied Scientific Services Branch shall be responsible for observing and studying seismological and astronomical phenomena; preparing and disseminating seismological and astronomical data; and performing such other functions as may be provided by law. It shall have the following divisions with corresponding duties and responsibilities, as follows:

Functions of the Seismological Division

Sec. 30.1. The Seismological Division shall have the following functions, among others:

- a. Provide technical supervision on the operation and maintenance of seismological observatory and seismic observation network;
- b. Conduct seismological studies on Philippine seismicity and utilization of the same in earthquake engineering;
- c. Provide technical advice to the public on seismological matters, particularly during occurrence of earthquakes and other seismological phenomena such as seismic sea waves; and
- d. Perform such other functions as may be provided by law.

Functions of the Astronomical Division

Sec. 30.2. The Astronomical Division shall have following functions, among others:

- a. Provide technical supervision on the operation and maintenance of astronomical observatory;
- b. Prepare astronomical ephemerides for publication;
- c. Conduct astronomical studies on observational and positional astronomy; and
- d. Perform such other functions as may be provided by law.

**FUNCTIONS OF THE ARMED FORCES OF THE PHILIPPINES**

Sec. 31. The Armed Forces of the Philippines shall be responsible for upholding the sovereignty, supporting the Constitution and defending the territory of the Republic of the Philippines against all enemies, foreign, and domestic; advancing the national aims, interests, and policies; planning the organization, maintenance, development and deployment of its regular and citizen reserved forces for national security; and performing such other duties as the President may direct.

The Armed Forces of the Philippines, as graphically depicted in the following organization chart, shall consist of the General Headquarters; the Major Services composed of the Philippine Army, Philippine Constabulary, Philippine Air Force, and Philippine Navy including the Philippine Coast Guard; the AFP-Wide Support and Separate Units composed of the Finance Disbursing Unit, Philippine Defense Force, AFP Finance Center, Research and Development Center, 1351st Dental Clinic, AFP Terminal Command, National Defense College of the Philippines, AFP Home Defense Training Center, Headquarters Service Group, AFP Centralized Construction Group, Intelligence Service of the AFP, Communications-Electronics Group, V. Luna Medical Center, AFP Logistics Center, Philippine Military Academy, and AFP Command and General Staff College; and the Southwest Command with corresponding duties and responsibilities, as follows:

Functions of the General Headquarters

Sec. 31.1. The General Headquarters shall have the following functions, among others:



- a. Provide direction and control of the Armed Forces of the Philippines;
- b. Formulate plans and programs for the guidance of the Major Services and other units of the AFP;
- c. Provide AFP-Wide Support Services to include training, intelligence, logistics, and technical, administrative and special services; and
- d. Perform such other functions as may be provided by law.

The General Headquarters shall retain its organizational structure and perform its present functions under the laws creating it.

#### Functions of the Philippine Army

Sec. 31.2. The Philippine Army shall have the following functions, among others:

- a. Organize, train, and equip army forces for the conduct of prompt and sustained combat operations on land, specifically, to defeat enemy land forces and seize, occupy, and defend land areas;
- b. Develop, in coordination with the other major services, tactics, techniques, and equipment of interest to the army for field operations;
- c. Train, organize, and equip all army reserve units; and
- d. Perform such other functions as the President may direct.

The Philippine Army shall retain its organizational structure and perform its present functions under the laws creating it.

#### Functions of the Philippine Constabulary

Sec. 31.3. The Philippine Constabulary shall have the following functions, among others:

- a. Preserve domestic peace and order and enforce the laws throughout the Philippines;
- b. Discharge home defense responsibility in rear areas and perform such other services as the Chief of Staff may direct in time of emergency; and
- c. Perform such other functions as the President may direct.

The Philippine Constabulary shall retain its organizational structure and perform its present functions under the laws creating it, except that the function of the Constabulary Training Center relative to training of officers and members of local police agencies shall be transferred to the Police Training Branch of the National Police Commission.

#### Functions of the Philippine Air Force

Sec. 31.4. The Philippine Air Force shall have the following functions, among others:

- a. Organize, train, and equip air forces for prompt and sustained operations in the air and for close support of surface forces;

- b. Develop doctrines, procedures, tactics, techniques, and equipment for operations peculiar to the Air Force;
- c. Develop, in coordination with the other major services and area commands, doctrines, procedures, tactics, techniques, and equipment for joint operations;
- d. Furnish aerial photography for cartographic purposes, in coordination with other government agencies concerned; and
- e. Perform such other functions as the President may direct.

The Philippine Air Force shall retain its organizational structure and perform its present functions under the laws creating it.

#### Functions of the Philippine Navy

Sec. 31.5. The Philippine Navy shall have the following functions, among others:

- a. Organize, train, and equip naval forces and maintain and operate naval aircrafts including naval reserve units, necessary to provide water-borne support and assistance required by the Armed Forces of the Philippines;
- b. Assist government agencies in the enforcement of laws and regulations pertaining to navigation, immigration, customs revenue, quarantine, fishing, and neutrality in the territorial and contiguous waters of the Philippine Archipelago;
- c. Develop, in coordination with the other major services and area commands, the doctrines, procedures, and naval equipment for joint operations, and the doctrines and procedures for amphibious operations;
- d. Undertake naval phases of reconnaissance, anti-submarine warfare and the protection of shipping; and
- e. Perform such other functions as the President may direct.

The Philippine Navy shall retain its organizational structure and perform its present functions under the laws creating it.

#### Functions of the Philippine Coast Guard

Sec. 31.6. The Philippine Coast Guard shall have the following functions, among others;

- a. Enforce all applicable laws and regulations for the promotion of safety of life and property within the high seas and waters subject to Philippine jurisdiction;
- b. Develop, establish, maintain, and operate, with due regard to the requirements of national defense, aid to maritime navigation and sea facilities for the promotion of safety on the high seas and waters subject to Philippine jurisdiction;
- c. Approve plans for the construction, repair, alteration and classification of vessels, and inspect and register them for seaworthiness;
- d. Conduct operations for the prevention and suppression of illegal entry, illegal fishing, smuggling, and violations of maritime laws;
- e. Prescribe regulations for the outfitting of motor boats and the registration thereof;

f. Conduct search and rescue operations at sea;

g. Supervise nautical schools on activities related to navigation, seamanship, engineering, and other allied matters in coordination with the Department of Education and Culture;

h. Prescribe and enforce the manning, citizenship, mustering, and drilling of crew requirements, control of logbooks, discharge, protection, and welfare of seamen; and

j. Perform such other functions as may be provided by law.

#### Functions of the AFP-Wide Support and Separate Units

Sec. 31.7 The AFP-Wide Support and Separate Units shall retain their organizational structures and perform their present functions under the laws creating them,

#### Functions of the Southwest Command

Sec. 31.8. The Southwest Command shall have the following functions, among others:

a. Conduct and suppress all activities inimical to our national interest and security in southwestern Philippines;

b. Assist the national and local police forces, when necessary, in the maintenance of peace and order; and

c. Perform such other functions as may be provided by law.

The Southwest Command shall retain its organizational structure and perform its present functions under the laws creating it.

### **TRANSITORY MEASURES**

Sec. 32. In conformity with the foregoing organization and functional statements, you are hereby directed to prepare with the assistance of the Budget Commission, the Civil Service Commission, and the Presidential Commission on Reorganization, and submit within ninety days from the promulgation of Presidential Decree No. 1 for the approval of the President supplementary details relative to the Staffing Pattern for the Department. The Staffing Pattern that shall be developed for purposes of this installation shall, insofar as practicable, be in accordance with the criteria specified in Paragraph 5, Article I, Chapter I, Part XXIII on General Provisions of the Plan.

Sec. 33. Notwithstanding the above provisions for the required Staffing Pattern, the Armed Forces of the Philippines requirement shall be made so as to conform to the required flexibility of the military establishment. Such Staffing Pattern for the civilian positions in the AFP shall be prepared down to major services and AFP-Wide Support and Separate Units level and/or as necessary so as not to provide inflexibility to the AFP in the performance of its assigned tasks.

Sec. 34. Upon the approval of the Staffing Pattern referred to above, appointments will be made of the personnel to fill the positions authorized in said Staffing Pattern.

Sec. 35. All appointments to the position that shall be authorized under the Staffing Pattern referred to above shall, in general, be in accordance with the merit requirements of the Civil Service law and rules and duly approved qualification standards for each position: Provided, That in the case of new position titles, qualification standards therefor shall be developed by the Department, subject to approval by the President upon recommendation of the Civil Service Commissions Provided, further, That consideration for employment of persons other than those of the

agencies and offices affected by this implementation shall be made only after the personnel of such reorganized entities shall have been considered: Provided, finally, That personnel actions which need to be taken as a result of the establishment of the said Staffing Pattern, shall be in accordance with applicable Civil Service law and rules, and the pertinent provisions of Part XXIII on General Provisions of the Plan.

Sec. 36. No original appointments to positions, except confidential positions, in the Staffing Pattern shall be made until all qualified employees in the agencies affected shall have been absorbed to appropriate positions available. You shall furnish the Civil Service Commission a certified list of all employees separated as a result of the implementation of the organization of the Department together with a justification for their separation.

Sec. 37. The position titles that shall be used in the Staffing Pattern shall be tentative for purposes of initial appointments to positions provided therein. The position titles shall be subject to final determination and allocation to appropriate classes and salary ranges by WAPCO upon conduct of the usual audit of the duties and responsibilities assigned to the positions.

Sec. 38. All initial appointments to positions in the Staffing Pattern shall be at the authorized or actual salaries of the incumbents appointed to the positions, whichever is higher. In the reallocation of appropriations authorized to be made under Section 41 of this Letter of Implementation, an adequate lump-sum amount shall be provided to take care of all cases where the actual salary of the appointee is more than the rate authorized.

Sec. 39. Salary increases as may result from appointments to positions in the Staffing Pattern to be proposed shall be effective only after final determination and allocation of said positions by the WAPCO pursuant to Section 37 of this Letter of Implementation.

Sec. 40. The selection and initial appointments of personnel for positions in the Staffing Pattern shall be made with the assistance of a Committee to be composed of a representative each of the Department proper, Civil Service Commission, and Budget Commission: Provided, That in the consideration of personnel to fill positions authorized for the bureaus or comparable units in the Department, a representative of the bureau or comparable unit involved shall sit and participate in the deliberations of the Committee.

#### **REALLOCATION OF APPROPRIATIONS**

Sec. 41. You are likewise directed to cause the preparation, in collaboration with the Budget Commission, of the details of the Reallocation of Appropriations necessary to put into effect the implementation as prescribed by this Letter of Implementation in accordance with Paragraph 4, Article I, Chapter I, Part XXIII of the Plan.

#### **TIMING OF ADMINISTRATIVE ACTIONS**

Sec. 42. You are hereby directed to effect the orderly scheduling of transfers, changes, and other transitional actions required by the Plan and this Letter of Implementation: Provided, That all such actions shall be completed within the period prescribed in Paragraph 14, Article I, Chapter I, Part XXIII of the Plan reckoned from the date of issuance of Presidential Decree No. 1. In the interim, each entity affected shall continue to perform its functions until such time as you shall order change or cessation, and each officer and employee shall continue to perform his duties and to exercise his authority until such time as you order otherwise but not beyond the termination of the transition period prescribed above.

Sec. 43. In the process of the final selection of personnel to fill the positions in the Staffing Pattern mentioned above, you are authorized to make the necessary changes in the personnel structures of the Department subject to the approval of the Office of the President, to correct inequities that in your opinion may have resulted from the preparation thereof: Provided, That any adjustment or adjustments that shall be made pursuant hereto shall not result in an increase in the total appropriations for personal services authorized for the Department.

Sec. 44. The organizational structure and functional statements of the Weather Bureau will be superseded with the creation by decree of the Philippine Atmospheric, Geophysical, and Astronomical Services Administration (PAGASA) now pending Presidential decision.

Sec. 45. You are hereby finally directed to note and call the attention of the President to such provisions of Chapter II, Part XIX of the Plan or portions thereof which are inoperable under present conditions in view of Proclamation Order No. 1081, dated September 21, 1972 and which should be suspended until such time as their activation shall be possible.

Done in the City of Manila, this 31st day of December, in the year of Our Lord, nineteen hundred and seventy-two.

(Sgd.) FERDINAND E. MARCOS  
President  
Republic of the Philippines

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1972). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 20**

RELATIVE TO PART XXI ON ADMINISTRATION OF JUSTICE AND OTHER PERTINENT PROVISIONS  
OF THE INTEGRATED REORGANIZATION PLAN

TO:

The Secretary  
Department of Justice  
Manila

Pursuant to Presidential Decree No. 1, dated September 24, 1972, Reorganizing the Executive Branch of the National Government, you are hereby directed to implement Part XXI on Administration of Justice and other pertinent provisions of the Integrated Reorganization Plan, hereinafter referred to as the "Plan," prepared by the Commission on Reorganization as follows:

**ORGANIZATION OF THE DEPARTMENT OF JUSTICE**

Section 1. The organization and functions of the Department of Justice, hereinafter referred to as the "Department," shall be in accordance with the provisions of Part XXI and other pertinent provisions of the Plan and the details contained in this Letter of Implementation.

Sec. 2. The organization of the Department, as graphically depicted in the following organization chart, shall consist of the Department proper composed of the immediate Office of the Secretary, the Financial and Management Service, the Administrative Service, the Technical Staff, the Prosecution Staff, the Legal Staff and the Judiciary Division; the Office of the Solicitor General; the Land Registration Commission; the Commission of Immigration and Deportation; the National Bureau of Investigation; the Office of the Government Corporate Counsel; the Board of Pardons and Parole; the Bureau of Prisons; and the Citizens Legal Assistance Office.

**RELATIONSHIPS BETWEEN THE DEPARTMENT PROPER,  
BUREAUS, OFFICES, COMMISSIONS AND COURTS**

Sec. 3. The Office of the Secretary shall have direct line supervision and control over the bureaus, offices, and commissions under the Department: Provided, That the decisions and resolutions of the Land Registration Commission and the Board of Commissions of the Commission of Immigration and Deportation rendered in the exercise of their quasi-judicial functions shall not be subject to review by the Secretary. It shall exercise general administrative supervision over the various courts of justice below the Court of Appeals, exercise direct supervision and control over provincial and city fiscals and other duly designated prosecuting officers.

Sec. 3.1. The Bureaus of the Department shall be essentially line in character and as such shall exercise supervision and control over all divisions and other units including regional offices. They shall be primarily involved in the direct implementation of programs adopted within the context of Department policies and plans. In the exercise of their functions, they shall be directly responsible to the Secretary and shall receive proper technical guidance from the staff services of the Department proper.

Sec. 3.2. The regional offices shall constitute the operating arms of the bureaus, and shall exercise supervision and control over their respective district offices. In the exercise of their functions, the regional offices shall be directly

responsible to the Bureau Director and shall receive proper technical guidance from the staff divisions of the Bureau.

## FUNCTIONAL STATEMENTS OF THE DEPARTMENT OF JUSTICE

Sec. 4. In conformity with the above set of functional relationships, the functions, powers, duties, and responsibilities of the various units of the Department shall be as follows:

### OFFICE OF THE SECRETARY

Sec. 5. The Office of the Secretary shall consist of the Secretary of Justice, one Undersecretary of Justice except as may otherwise be provided pursuant to Presidential Decree No. 1-B dated November 1, 1972, and the personnel in their immediate offices. It shall be responsible for the adoption and promulgation of rules and regulations necessary to carry out departmental policies and objectives, and for exercising general supervision and control over the bureaus and offices of the Department.

#### Functions of the Secretary

Sec. 5.1. The functions of the Secretary shall be as follows:

1. Advise the President in the promulgation of executive orders, regulations, and decrees relative to matters under the jurisdiction of the Department;
2. Establish the policies and standards for the operation of the Department pursuant to the President's program of government;
3. Promulgate rules and regulations necessary to carry out Department objectives, policies, and functions;
4. Exercise supervision and control over all bureaus and offices under the Department;
5. Delegate authority for the performance of any function to officers and employees under his direction;
6. Serve as ex-officio legal adviser of all government-owned or controlled corporations; and
7. Perform such other functions as may be provided by law or assigned by the President.

#### Functions of the Undersecretary

Sec. 5.2. The functions of the Undersecretary shall be as follows:

1. Advise and assist the Secretary in the formulation and implementation of Department objectives and policies;
2. Oversee all the operational activities of the Department for which he shall be responsible to the Secretary;
3. Coordinate the programs and projects of the Department, and be responsible for their economical, efficient, and effective administration;
4. Serve as deputies to the Secretary in all matters relating to the operations of the Department; and
5. Perform such other functions as may be provided by law or assigned by the Secretary.

Sec. 5.3. When the Secretary is unable to perform his duties owing to illness, absence, or other causes, as in case of vacancy in the office, the Undersecretary shall temporarily perform the functions of said Office.

#### FUNCTIONS OF THE FINANCIAL AND MANAGEMENT SERVICE

Sec. 6. The Financial and Management Service shall be responsible, among others, for providing the department with staff advice and assistance on budgeting, internal auditing, management improvement and financial matters. It shall have a Budget Division, an Accounting Division, and a Management Division.

##### Functions of the Budget Division

Sec. 6.1. The Budget Division shall have the following functions, among others:

- a. Develop and improve budgetary methods, procedures, and justifications;
- b. Provide, subject to budgetary ceilings, fund estimates in support of the department's operations, plans and programs;
- c. Assist management in the presentation of the department's budgetary estimates before administrative and legislative bodies;
- d. Provide technical assistance to subordinate budget units in the application and utilization of budgetary methods and the budget system;
- e. Prepare annual financial work plans;
- f. Allocate, in coordination with the Planning Service available funds to programs on the basis of approved guidelines and priorities;
- g. Issue allotment advice in support of the fund requirement for the conduct of the operations under each program;
- h. Review performance reports to determine conformance with set standards;
- i. Prepare financial reports for management guidance and as required by higher authorities; and
- j. Perform such other functions as may be provided by law.

##### Functions of the Accounting Division

Sec. 6.2. The Accounting Division shall have the following functions, among others:

- a. Advise management on financial matters;
- b. Prepare and submit financial reports to management and other government departments and agencies authorized to receive such reports;
- c. Maintain basic and subsidiary accounting records and books of accounts to reflect accurate and current financial information required by existing auditing rules and regulations and by management;
- d. Certify to the availability of funds, obligate funds, and issue treasury warrants to liquidate obligations;



- e. Process requisitions, vouchers and reports of collections and disbursements;
- f. Prepare billings to debtors of the National Government; and
- g. Perform such other functions as may be provided by law.

#### Functions of the Management Division

Sec. 6.3. The Management Division shall have the following functions, among others:

- a. Develop plan and program objectives relative to management improvement in the department;
- b. Examine the administrative organization of the department and make recommendations for improvement;
- c. Maintain and update the department's organization and other manuals;
- d. Undertake regular management surveys of organizational structure, manpower, and operations; study special problems as assigned; review existing methods, procedures, and systems; and make recommendations for improvement;
- e. Develop new and improved management system; exercise staff supervision over the implementation of such improvements; and provide training in the use of the system;
- f. Develop staffing standards and manpower requirements for the department;
- g. Review internal control systems for safeguarding money and property to ascertain weaknesses and deficiencies requiring correction; and
- h. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE ADMINISTRATIVE SERVICE

Sec. 7. The Administrative Service shall be responsible, among others, for personnel, general services and public information functions of the Department. It shall have a Personnel Division, a General Services Division, and an Information Division.

#### Functions of the Personnel Division

Sec. 7.1. The Personnel Division shall have the following functions, among others:

- a. Advise management on personnel policy and administration;
- b. Develop and administer a personnel program which shall include selection and placement, classification and pay, career and employee development, performance rating, employee relations and welfare services;
- c. Act on all matters concerning attendance, leaves of absence, appointments, promotions, transfers and other personnel transactions;
- d. Conduct training programs in the department;
- e. Provide medical services pursuant to the provisions of R.A. 1054;

- f. Maintain personnel records and statistics; and
- g. Perform such other functions as may be provided by law.

#### Functions of the General Services Division

Sec. 7.2. The General Services Division shall have the following functions, among others:

- a. Provide policy guidance on the maintenance and disposition of records and on the procurement and storage of supplies in accordance with government prescribed standards;
- b. File and maintain necessary records and establish a records disposition program for the department;
- c. Provide mail, transportation, custodial, and general utility services for the department;
- d. Procure, store and distribute supplies and equipment of the department, and conduct periodic inventories of the same;
- e. Provide and coordinate messengerial, duplicating and typing pool services;
- f. Receive, collect and deposit cash, prepare payrolls and process vouchers for payment of the department obligations; and
- g. Perform such other functions as may be provided by law.

#### Functions of the Information Division

Sec. 7.3. The Information Division shall have the following functions, among others:

- a. Develop programs to have the policies, plans and activities of the department properly understood by the public;
- b. Produce and disseminate media materials to implement the information program of the department;
- c. Coordinate with the Department of Public Information; and
- d. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE TECHNICAL STAFF

Sec. 8. The Technical Staff shall perform the following functions, among others:

- a. Assist the Secretary in the performance of his duties as Department Head involving the exercise of his power of control, direction and/or supervision over bureaus, commissions and offices under the Department of Justice and those devolving upon him as chairman or member of various boards, interdepartmental committees and other ad hoc bodies;
- b. Review administrative cases filed against personnel of bureaus and offices under the Department except those involving the courts and prosecution service; and
- c. Perform such other functions as may be provided by law.

## FUNCTIONS OF THE PROSECUTION STAFF

Sec. 9. The Prosecution Staff shall have the following functions, among others:

- a. Aid the Secretary in the exercise of his powers of general supervision and control over all provincial and city fiscals and other prosecuting officers throughout the country;
- b. Investigate administrative charges against fiscals, other prosecuting officers and their subordinate personnel;
- c. Conduct the investigation and prosecution of important cases like rebellion, sedition, cases of graft and corruption and fraudulent transaction in government-owned or controlled corporation, violations of the anti-dummy and related nationalization laws;
- d. Prepare legal opinions on queries involving violations of the Revised Penal Code and other special penal laws;
- e. Review appeals from the action of fiscals and other prosecuting officers on criminal cases handled by them; and
- f. Perform such other functions as may be provided by law.

## FUNCTIONS OF THE LEGAL STAFF

Sec. 10. The Legal Staff shall, among others, assist the Secretary in the performance of his duties as Attorney General of the Government and as ex-officio legal adviser of government-owned and controlled corporations and entities. It shall prepare written legal opinions in pursuance of the Department's function of providing advice to the President, the presiding officers of both houses of Congress, the heads of executive departments, and the chiefs of bureaus and offices, upon any question of law arising in the performance of their functions.

In addition, the Staff shall have the following functions, among others:

- a. Study all laws relating to trusts, monopolies and combinations and draft such legislation as may be necessary to up-date or revise existing laws to enable the Government to deal more effectively with monopolistic practices and all forms of trusts and combinations in restraint of trade or free competition and/or tending to bring about non-competitive prices of articles of prime necessity;
- b. Investigate all cases involving violations of such laws; and initiate and take such preventive or remedial measures, including appropriate judicial proceedings, to prevent or restrain monopolization and allied practices or activities of trusts, monopolies and combinations; and
- c. Perform such other functions as may be provided by law.

## FUNCTIONS OF THE JUDICIARY DIVISION

Sec. 11. The Judiciary Division shall assist the Secretary in the exercise of his power of general administrative supervision over Courts of First Instance and other courts of equivalent rank and city and municipal courts. It shall have the following functions, among others:

- a. Examine the administrative methods and procedures employed in the office of the clerks of court and other offices relating to and serving the courts, and make suggestions on necessary improvement;
- b. Collect and compile statistical data and other information on the judicial work of the courts and on the work of other offices related to and serving the courts, and publish periodic reports with respect thereto;

- c. Examine the state of the dockets, secure information as to the courts' need of assistance, and make suggestions or take appropriate steps to expedite litigation;
- d. Prepare and submit budget estimates of appropriations necessary for the maintenance and operation of the courts under the general administrative supervision of the Department;
- e. File requests for permission to spend funds appropriate, for the courts under the general administrative supervision of the Department and approve all Vouchers for the expenditure of such funds;
- f. Secure and maintain accommodations, and purchase, exchange and distribute equipment and supplies for the judges, clerks, and other officers and employees of the courts supported by national appropriations;
- g. Collect and compile statistical data and other information on the expenditures and receipts of the courts and related offices and publish periodic report;
- h. Consult with and assist the clerks of court and other officers and employees of the courts and offices related to and serving the courts;
- i. Investigate complaints with respect to the operation of the courts and make such recommendations as may be appropriate;
- j. Prepare and publish an annual report on the work of the courts and on the activities relating to court operation;
- k. Require periodic court reports with a view to keeping abreast of the docket situation and immediately detecting signs of developing congestion in particular courts;
- l. Publish and distribute a court journal for the purpose 'of clarifying court administration procedure and otherwise promoting the exchange of ideas on court management and operation with a view to improving the efficiency of judges;
- m. Organize and arrange periodic conventions among the court staff to promote the free and constructive discussion of court procedures; and
- n. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE OFFICE OF THE SOLICITOR GENERAL

Sec. 12. The Office of the Solicitor General shall, among others, act for and represent the Government, its officers and agents in any official investigation, proceeding, or matter requiring the services of a lawyer; and assist and attend any legislative committee conducting any investigation ordered by the Congress or any of the Houses thereof, upon the request of the President or any of the Houses.

In addition, the Office of the Solicitor General shall have the following functions, among others:

- a. Prepare upon order of the President or upon request of other officers of the National Government, drafts of contracts, forms or other writings needed for official use;
- b. Represent the Government of the Philippines in the Supreme Court in all civil actions and special proceedings in which the Government or any officer thereof in his official capacity is a party;

- c. Prosecute or defend in the Supreme Court, except as otherwise specifically provided, all cases in which a province may be a part;
- d. Institute and prosecute, at the instance of the President of the Philippines or other proper officer of the National Government, actions on bonds or contracts in which the Government is interested, upon breach thereof;
- e. Pursue the collection of any claim or judgment in favor of the Government outside of the Philippines for which he may, with the approval of the President of the Philippines, employ counsel to assist in such collection;
- f. Formulate the policies of the Office and initiate plans and programs relating to the handling of cases for the government, its officers and agents;
- g. Assist or act as chairman or member of any investigating body when so designated by the President or the Secretary of Justice;
- h. Head the United States Military Base Expansion projects specifically organized to take steps towards the acquisition, through purchases or expropriation, of real estates and improvement thereon on behalf of the United States Government in pursuance of the Military Bases Agreement between the Government of the United States and of the Republic of the Philippines; and
- i. Perform such other functions as may be provided by law.

The Office, as graphically depicted in the following organization chart, shall have an Administrative and Financial Division, a Legal Staff, and a Docket Division with corresponding duties and responsibilities, as follows:

#### Functions of the Administrative and Financial Division

Sec. 12.1. The Administrative and Financial Division shall have the following functions, among others:

- a. Provide well-planned and coordinated services relating to personnel, records, library, supplies and equipment, collection and disbursement, as well as provide staff advice and assistance

#### **[Organization Chart I: Office of the Solicitor General]**

on budgetary and financial matters;

- b. Act on all matters concerning attendance, leaves of absence, appointments, promotions, transfers and other personnel transactions;
- c. Maintain personnel records and statistics;
- d. Provide policy guidance on the maintenance and disposition of records and on the procurement and storage of supplies in accordance with government prescribed standards;
- e. Assist management in the presentation of the office budgetary estimates before administrative and legislative bodies; and
- f. Perform such other functions as may be provided by law.

#### Functions of the Legal Staff

Sec. 12.2. The Legal Staff shall have the following functions, among others:

- a. Assist the Solicitor General in handling all government cases and legal matters referred to the Office that may be assigned to them from time to time;
- b. Conduct disbarment proceedings and other administrative investigations involving key officers of the Department of Justice or officers of other departments when ordered by the President;
- c. Prepare briefs, memoranda and pleadings in connection with cases handled;
- d. Render staff and other assistance to the Solicitor General as Head of the State Military Base Expansion Projects; and
- e. Perform such other functions as may be provided by law.

#### Functions of the Docket Division

Sec. 12.3. The Docket Division shall have the following functions, among others:

- a. Receive and keep records of all court cases handled by the Office;
- b. Keep up-to-date calendar of hearings, trials and investigations conducted by the Office; and
- c. Perform such other functions as may be provided by law.

### FUNCTIONS OF THE LAND REGISTRATION COMMISSION

Sec. 13. The Land Registration Commission shall, among others, be responsible for the registration of properties and related activities, issuance of decrees of registration, registration of deeds and issuance of land titles for both public and private lands, distribution of titles and dissemination of information in rural areas; assist the Fourth Branch of the Court of First Instance of Manila in land registration cases and other courts in the adjudication of cadastral lots; and perform such other functions as may be provided by law.

The Commission as graphically depicted in the following organization chart, shall have an Administrative Division, a Financial and Management Division, an Original Registration Division, a Docket Division, an Inspection and Investigation Division, a Division of Registered Lands, a Field Services Division, a Law Division and a Clerks of Court Division with corresponding duties and responsibilities, as follows:

#### Functions of the Administrative Division

Sec. 13.1. The Administrative Division shall have the following functions, among others:

- a. Direct and supervise administrative and other support activities of the Commission;

#### **[Organization Chart II: Land Registration Commission]**

- b. Take charge of personnel program of the Commission such as employee recruitment, selection, promotions, transfers, administration of fringe benefits, position classification, and employee relations;
- c. Serve as clearing center of all official communications whether incoming or outgoing, maintain a records filing system, provide messengerial and mailing services;

d. Acquire and issue the required supplies, materials, and equipment for the Commission, and store and maintain the same; provide janitorial and security services; and maintain an accurate account of the fixed assets of the Commission; and

e. Perform such other functions as may be provided by law.

#### Functions of the Financial and Management Division

Sec. 13.2. The Financial and Management Division shall have the following functions, among others:

a. Prepare the annual and special budgets of the Commission, give technical advice on fiscal matters, prepare and submit performance and fiscal reports; and control allotments and obligations;

b. Maintain and keep books of accounts of the Commission; submit financial statements and reports; ascertain and certify to the correctness of vouchers, journals, bills; certify to the availability of funds and/or allotments;

c. Prepare payrolls, vouchers and treasury warrants; verify and pay salaries, overtime pay, treasury warrants and vouchers for traveling expenses; compute and deduct insurance premiums, government taxes and other payroll deductions;

d. Supervise the bookkeeping work of the Commission; ascertain that all the transactions have been properly recorded in the books; prepare correspondence on bookkeeping matters;

e. Undertake regular management studies of the Commission's organization structure, manpower, and operations; review existing methods, procedures, and systems; and make recommendations for improvement; and

f. Perform such other functions as may be provided by law.

#### Functions of the Original Registration Division

Sec. 13.3. The Original Registration Division shall have the following functions, among others:

a. Examine applications for registration of land and the accompanying PSU plans and technical descriptions of the land;

b. Provide platting of plans filed in land registration cases;

c. Prepare technical reports to the corresponding courts on discrepancies or errors in the applications for registration;

d. Require appearance of officials in courts on questions affecting original land registration;

e. Issue certifications that lands applied for registration are not covered by patents;

f. Assist courts in the adjudication of cadastral lots;

g. Issue decrees of registration; and

h. Perform such other functions as may be provided by law.

#### Functions of the Docket Division

Sec. 13.4. The Docket Division shall have the following functions, among others:

- a. Provide and maintain a systematic and centralized recording of all land registration applications and petitions for cadastral proceedings filed in the different Courts of First Instance throughout the Philippines, pursuant to the provisions of Act 496, as amended, and Act 2259, as amended;
- b. Take charge of the custody and safekeeping of all records transmitted to the Commission by the Courts of First Instance in connection with proceedings had in said courts, leading to the issuance of decrees of registration in all land registration and cadastral cases;
- c. Publish in the Official Gazette notices of initial hearing of land registration and cadastral cases, as well as the serving and posting of said notices; and
- d. Perform such other functions as may be provided by law.

Functions of the Inspection and  
Investigation Division

Sec. 13.5. The Inspection and Investigation Division shall have the following functions, among others:

- a. Investigate complaints and reports against Registers of Deeds and employees in the Registry of Deeds and the Central Office;
- b. Supervise, in behalf of the Commissioner, Registries of Deeds and their branches;
- c. Prepare memoranda of instructions, circulars, rules, regulations, and opinions to Registers of Deeds;
- d. Inspect Registries of Deeds;
- e. Give necessary briefing to new Registers of Deeds;
- f. Prepare answers to legal queries from, and counseling and advice to, private parties with registration problems;
- g. Supervise the distribution of titles and dissemination of information in the rural areas; and
- h. Perform such other functions as may be provided by law.

Functions of the Division of Registered Lands

Sec. 13.6. The Division of Registered Lands shall have the following functions, among others:

- a. Examine, verify and recommend for the approval of all subdivision and/or consolidation plans of private-owned registered lands submitted to the Commission pursuant to R.A. 440;
- b. Examine and verify all plans duly approved by the Bureau of Lands referred by the Clerks of Court Division;
- c. Examine, verify and compute all technical descriptions referred by the Clerks of Court Division pursuant to Section 112 of Act 496 and Sections 12 and 21 of R.A. 26; and
- d. Perform such other functions as may be provided by law.



#### Functions of the Field Services Division

Sec. 13.7. The Field Services Division shall have the following functions, among others:

- a. Undertake ocular inspection of subdivisions to ascertain whether the sub-lots have been fully monumented as portrayed in the plan submitted;
- b. Check compliance by applicants with existing subdivision regulations as to general layout, zoning, required open spaces for community use, access roads and street widths, frontages, sizes and areas of lots, and lawn on subdivisions in coordination with the Division of Environmental Planning, Department of Local Government and Community Development, District and City Engineers, and local councils concerned;
- c. Verify the correctness and precision of resurveys and relocation survey plans preparatory to the approval of the Commission;
- d. Undertake relocation surveys and resurveys, in compliance with court orders, to determine boundaries of registered properties involved in cases brought to court.
- e. Perform such other functions as may be provided by law.

#### Functions of the Law Division

Sec. 13.8. The Law Division shall have the following functions, among others:

- a. Act as legal counsel of the Commission, including Registers of Deeds, throughout the Philippines;
- b. Conduct researches on issue involved in consultas and prepare legal memoranda containing facts and recommendations thereon to serve as basis for the resolution of the Commission;
- c. Prepare decisions constituting the resolutions to consultas for the approval and signature of the Commissioner;
- d. Study and answer legal queries;
- e. Prepare pleadings and represent the Commission and Registers of Deeds in Court;
- f. Prepare bills to be presented to Congress affecting land registration and to improve laws and methods in land registration;
- g. Prepare circulars for dissemination to employees and Registers of Deeds and Clerks of Court;
- h. Conduct administrative investigation, including the review of administrative charges against employees of the Commission;
- i. Perform legal work or special assignments which are given from time to time by the Commissioner and the Assistant Commissioner; and
- j. Perform such other functions as may be provided by law.

#### Functions of the Clerks of Court Division

Sec. 13.9. The Clerks of Court Division shall have the following functions, among others:

- a. Receive and examine all applications for original registration of land situated in the City of Manila, as well as motions, and petitions filed after original registration under the provisions of Act No. 496 and other allied laws;
- b. Attend to the hearing of all land registration cases before the Court of First Instance of Manila, Branch IV;
- c. Perform the functions and duties of the Clerk of Court in matters relating to registration of land in the City of Manila;
- d. Supervise and inspect offices of Clerks of Court in the provinces and cities other than Manila in matters relating to registration of land;
- e. Receive, examine, and set for hearing all consultas under the provisions of Section 4 of Republic Act No. 1151;
- f. Attend the hearing of all consultas before the Commissioner of Land Registration, and perform the functions and duties of the Clerk of Court in connection with such cases;
- g. Prepare reports to Courts of First Instance relative to subdivision and reconstitution cases; and

**[Organization Chart III: Commission of Immigration and Deportation]**

- h. Perform such other functions as may be provided by law.

FUNCTIONS OF THE COMMISSION OF  
IMMIGRATION AND DEPORTATION

Sec. 14. The Commission of Immigration and Deportation shall, among others, be responsible for the enforcement and administration of immigration and alien registration laws, including admission, registration, exclusion, deportation and repatriation of aliens, and shall supervise the immigration into and emigration from the Philippines.

The Commission, as graphically depicted in the following organization chart, shall have an Office of the Commissioner, an Administrative Division, a Financial and Management Division, a Law and Investigation Division, an Immigration Division, an Alien Registration Division and an Intelligence Division with corresponding duties and responsibilities, as follows:

FUNCTIONS OF THE OFFICE OF THE  
COMMISSIONER

Sec. 15. The Office of the Commissioner shall consist of the Commissioner, two Associate Commissioners, and the personnel in their immediate Office. It shall be responsible for the implementation of all laws, rules and regulations promulgated to carry out the policies and objectives of the Commission, and for exercising general supervision and control over the staff services and operating branches and units of the Commission.

The Commissioner and the two Associate Commissioners, sitting as a body, shall compose the Board of Commissioners with the Special Board of Inquiry under it.

Functions of the Commissioner

Sec. 15.1. The Office of the Commissioner shall have the following functions, among others:

- a. Supervise, direct and coordinate the overall operations of the Commission;

- b. Prepare and submit reports and other special reports of the transactions of the Commission, annually or oftener as the President may require;
- c. Implement and/or execute the policies, directives, programs, and projects formulated and adopted by the Commission;
- d. Publish standards for the operations of the Commission pursuant to the President's program of government;
- e. Delegate authority for the performance of any function to officers and employees under his direction;
- f. Serve as Chairman of the Board of Commissioners;
- g. Prepare the agenda for, and preside at meetings of the Commission proper;
- h. Submit the annual and supplemental budgets of the Commission for the consideration and approval of the Department Head; and
- i. Perform such other functions as may be provided by law.

#### Functions of the Board of Commissioners

Sec. 15.2. The Board of Commissioners shall have exclusive jurisdiction over all deportation cases and its decision shall become final and executory after thirty days from promulgation, unless within such period the President shall issue an order to the contrary.

The Board shall have the following functions, among others:

- a. Issue warrants of arrest against aliens complained of or charged;
- b. Authorize and fix the bail for the provisional release of respondents;
- c. Hear charges, evaluate evidence, formulate conclusions and submit its decision to the President;
- d. Review on appeal or motu proprio the decisions of the Boards of Special Inquiry;
- e. Decide deportation cases and applications for pre-arranged employment as well as extensions of stay, and act on requests of aliens deported as indigents to return to the Philippines;
- f. Perform its present functions under Republic Act No. 613, as amended, and the relevant functions of the Deportation Board under Executive Order No. 398, s. 1951, as amended; and
- g. Perform such other functions as may be provided by law.

#### Functions of the Board of Special Inquiry

Sec. 15.3. The Board of Special Inquiry shall have authority to determine whether an alien seeking to enter or land in the Philippines shall be allowed to enter or land, or shall be excluded, and to make findings and recommendations in all the cases provided for in Section 29 of Republic Act No. 613, as amended, wherein the Commissioner of Immigration may admit an alien who is otherwise inadmissible.

The Board shall have the following functions, among others:

- a. Investigate admission cases referred to it by the Immigration Officers or the Commissioner;
- b. Hear and decide exclusion cases, and submit the findings and recommendations thereon to the Board of Commissioners;
- c. Investigate claims to Philippine citizenship and submit the findings and recommendations thereon to the Board of Commissioners;
- d. Investigate such other cases as may be referred by the Commissioner;
- e. Perform its present functions under Republic Act No. 613, as amended; and
- f. Perform such other functions as may be provided, by law.

Functions of the Administrative  
Division

Sec. 15.4. The Administrative Division shall have the following functions, among others:

- a. Direct and supervise administrative and other support activities of the Commission;
- b. Take charge of personnel program of the Commission such as employee recruitment, selection, promotions, transfers, administration of fringe benefits, position classification, and employee relations;
- c. Serve as clearing center of all official communications whether incoming or outgoing, maintain a records filing system, provide messengerial and mailing services;
- d. Acquire and issue the required supplies, materials, and equipment for the Commission, and store and maintain the same; provide janitorial and security services; and maintain an accurate account of the fixed assets of the Commission; and
- e. Perform such other functions as may be provided by law.

Functions of the Financial and Management  
Division

Sec. 15.5. The Financial and Management Division shall have the following functions, among others:

- a. Prepare the annual and special budgets of the Commission, give technical advice on fiscal matters, prepare and submit performance and fiscal reports; and control allotments and obligations;
- b. Maintain and keep books of accounts of the Commission; submit financial statements and reports; ascertain and certify to the correctness of vouchers, journals, bills; certify to the availability of funds and/or allotments;
- c. Prepare payrolls, vouchers and treasury warrants; verify and pay salaries, overtime pay, treasury warrants and vouchers for traveling expenses, compute and deduct insurance premiums, government taxes and other payroll deductions;
- d. Supervise the bookkeeping work of the Commission; ascertain that all the transactions have been properly recorded in the books; prepare correspondence on bookkeeping matters;

- e. Undertake regular management studies of the Commission's organizational structure, manpower, and operations; review existing methods, procedures, and systems; and make recommendations for improvement; and
- f. Perform such other functions as may be provided by law.

#### Functions of the Law and Investigation Division

Sec. 15.6. The Law and Investigation Division shall the following functions, among others:

- a. Advise the Commissioner of Immigration and Deportation on all legal matters affecting the enforcement and administration of the Immigration and the Alien Registration Acts;
- b. Conduct investigation of applications of aliens seeking entry into the country, whether as immigrants or non-immigrants, claims to Philippine citizenship of persons either by birth, election, naturalization or repatriation, complaints on alleged violations of the Philippine Immigration Act and the Alien Registration Act and petitions of aliens for the lifting of orders for them to leave the country on ground of indigency, and prosecute deportation cases;
- c. Assist in the preparation of decisions for the Board of Commissioners on deportation, admission, or exclusion cases whether on appeal or on review motu proprio;
- d. Represent the Commission in court affecting immigration matters and in conferences and seminars;
- e. Prepare warrants of arrest against aliens for violation of immigration laws;
- f. Confiscate cash bonds and surety bonds for violation of the terms and conditions thereof;
- g. Investigate administrative cases against employees of the Commission of Immigration and Deportation upon direction of the Commissioner; and
- h. Perform such other functions as may be provided by law.

#### Functions of the Immigration Division

Sec. 15.7. The Immigration Division shall have the following functions, among others:

- a. Enforce the immigration laws relating to the admission of aliens on primary inspection, as well as their exclusion, deportation and repatriation; and those relating to administrative penalties against vessels;
- b. Keep in surveillance all commercial vessels while in Philippine territory;
- c. Maintain administrative control of aliens admitted for limited periods only;
- d. Take charge of the physical detention of aliens pending their exclusion, deportation or repatriation;
- e. Attend to the deportation of aliens;
- f. Represent the Commission in the enforcement of the RP-Indonesian Immigration Agreement and the RP-Malaysian Anti-Smuggling Agreement;
- g. Represent the Commission and the Commissioner in boards, committees and other bodies as directed; and

h. Perform such other functions as may be provided by law.

#### Functions of the Alien Registration Division

Sec. 15.8. The Alien Registration Division shall have the following functions, among others:

- a. Take charge of the registration of aliens pursuant to the Alien Registration Act of 1950, as amended;
- b. Keep records of aliens registered up-to-date through Annual Reports, Reports of Change of Address, and amendments to the Certificates of Registration to reflect the true particulars of the aliens registered;
- c. Investigate violations of the Alien Registration Act and recommend appropriate action to be taken;
- d. Prepare orders and circulars for the guidance of the different registration officers in the proper enforcement of the Alien Registration Act;
- e. Investigate loss of alien certificates of registration and, in proper cases, issue duplicates to replace the same;
- f. Issue certificates reflecting the true immigration status of aliens, such as Temporary Visitors, Treaty Traders, Prearranged Employees, Special Non-immigrants and Non-immigrant Students; and aliens leaving the country; and issue the necessary permits to facilitate their return under the same status before they left the country;
- g. Take the fingerprint of registered aliens and classify and file fingerprint charts for purposes of identification; and
- h. Perform such other functions as may be provided by law.

#### Functions of the Intelligence Division

Sec. 15.9. The Intelligence Division shall have the following functions, among others:

- a. Detect and report violations of the immigration and registration laws and, in appropriate cases, take necessary action required upon instruction of the Commissioner, including follow-up on the stay of non-immigrants to prevent over staying; and detect and report subversive activities of aliens in the interest of national security;
- b. Take steps to safeguard the country from illegal entrants;
- c. Investigate any case at the instance of the Commissioner and submit the required reports;
- d. Report on the activities of aliens inimical to national interest with a view to taking appropriate action in accordance with law; and
- e. Perform such other functions as may be provided by law.

#### **FUNCTIONS OF THE NATIONAL BUREAU OF INVESTIGATION**

Sec. 16. The National Bureau of Investigation shall, among others, be responsible for the efficient detection and investigation of crimes and other offenses against the laws of the Philippines, upon its own initiative and as public interest may require; rendering assistance, whenever properly requested in the investigation or detection of crimes and other offenses; and coordinating with other national and local police agencies in the maintenance of peace and order.

The Bureau, as graphically depicted in the following organization chart, shall have a Technical Staff, a Domestic Intelligence Division, a Legal and Evaluation Division, an Inspection Division, an Anti-Organized Crime Division, an Administrative and Financial Service, a Technical Services Branch, and an Investigation Branch, with corresponding duties and responsibilities, as follows:

Functions of the Technical Staff

Sec. 16.1. The Technical Staff shall have the following functions, among others:

- a. Provide staff support to the Director in coordinating over-all investigative, and technical

**[Organization Chart IV: National Bureau of Investigation]**

Functions of the Domestic Intelligence Division

Sec. 16.2. The Domestic Intelligence Division shall have the following functions, among others:

- a. Undertake overt and covert investigation of cases involving the national security and gather criminal intelligence; and
- b. Perform such other functions as may be provided by law.

Functions of the Legal and Evaluation Division

Sec. 16.3, The Legal and Evaluation Division shall have the following functions, among others:

- a. Provide legal counsel to the Director and legal services to the Bureau;
- b. Evaluate all investigation reports;
- c. Conduct legal research and draft bills to be recommended for legislative action; and
- d. Perform such other functions as may be provided by law,

FUNCTIONS OF THE ADMINISTRATIVE AND  
FINANCIAL SERVICE

Sec. 17. The Administrative and Financial Service shall provide staff support to the Director in coordinating the administrative operations of the Bureau. It shall be responsible for providing the bureau with economical, efficient and effective services relating to personnel, information, records, supplies, equipment, and assistance on budgetary and financial matters. It shall have a Budget Division, a General Services Division, an Accounting Division, a Personnel Division, an Information Division, and a Training Division, with corresponding duties and responsibilities, as follows:

Functions of the Budget Division

Sec. 17.1. The Budget Division shall have the following functions, among others:

- a. Prepare budgetary estimates and financial work plans of the Bureau;
- b. Issue allotment advice in support of the fund requirement for the conduct of the operations under each program;

- c. Develop and improve budgetary methods, procedures, and justifications;
- d. Review performance reports to determine conformance with set standards;
- e. Prepare financial reports for management guidance and as required by higher authorities; and
- f. Perform such other functions as may be provided by law.

#### Functions of the General Services Division

Sec. 17.2. The General Services Division shall have the following functions, among others:

- a. Provide policy guidance on the maintenance and disposition of records and on the procurement and storage of supplies in accordance with government prescribed standards;
- b. File and maintain necessary records and establish a records disposition program for the department;
- c. Provide mail, transportation, custodial, and general utility services for the department;
- d. Procure, store and distribute supplies and equipment of the department, and conduct periodic inventories of the same;
- e. Provide and coordinate messengerial, duplicating and typing pool services;
- f. Receive, collect and deposit cash, prepare payrolls and process vouchers for payment of the department's obligations; and
- g. Perform such other functions as may be provided by law.

#### Functions of the Accounting Division

Sec. 17.3. The Accounting Division shall have following functions, among others:

- a. Maintain basic accounting records and accounts, and review reports of collecting and disbursing officers;
- b. Certify to the availability of funds prior to incurrence of obligations and prepare treasury warrants for the payment of government obligations;
- c. Prepare accounting reports required for agency management and financial statements as may be required by the General Auditing Office and the Budget Commission and other offices; and
- d. Perform such other functions as may be provided by law.

#### Functions of the Personnel Division

Sec. 17.4. The Personnel Division shall have the following functions, among others:

- a. Develop and administer a personnel program to include selection and placement, career and employee development, performance rating, employee relations and welfare services;



- b. Act on all matters concerning appointments, promotions, attendance, leaves of absence, transfers, resignations, and other personnel matters;
- c. Maintain personnel records and statistics; and
- d. Perform such other functions as may be provided by law.

#### Functions of the Information Division

Sec. 17.5. The Information Division shall have the following functions, among others:

- a. Develop programs to have the policies, plans and activities of the department properly understood by public;
- b. Produce and disseminate media materials to implement the information program of the department;
- c. Coordinate with the Department of Public Information in the Office of the President; and
- d. Perform such other functions as may be provided by law.

#### Functions of the Training Division

Sec. 17.6. The Training Division shall have the following functions, among others:

- a. Develop a training program for agents and other personnel of the bureau;
- b. Conduct and coordinate the training of agents and personnel; and
- c. Perform such other functions as may be provided by law.

### FUNCTIONS OF THE TECHNICAL SERVICES BRANCH

Sec. 18. The Technical Services Branch shall, among others, plan, coordinate, supervise and review the technical and administrative activities of the divisions and subordinate units under it. It shall have a Criminalistics Division, an Identification and Records Division, a Photography Division and an Electronics and Communication Division, with corresponding duties and responsibilities, as follows:

#### Functions of the Criminalistics Division

Division Sec. 18.1. The Criminalistics Division shall have the following functions, among others:

- a. Provide technical assistance to the investigative and other law-enforcement and prosecuting agencies on forensic medicine, forensic chemistry, questioned documents, ballistics, dactylography, and lie detection;
- b. Maintain an up-to-date crime laboratory;
- c. Conduct researches on forensic sciences; and
- d. Perform such other functions as may be provided by law.

#### Functions of the Identification and Records Division

Sec. 18.2. The Identification and Records Division shall have the following functions, among others:

- a. Serve as national clearing house of all criminal and other information;
- b. Keep a centralized and systematic file of NBI records and evidence, and prepare crime and other statistical reports; and
- c. Perform such other functions as may be provided by law.

#### Functions of the Photography Division

Sec. 18.3. The Photography Division shall have the following functions, among others:

- a. Take photographs of all cases being handled by the Bureau;
- b. Maintain and provide photographic records of persons applying for clearances and persons charged criminally in the courts;
- c. Extend qualified advice and services allied to the investigation of crimes;
- d. Conduct technical inspection of photographic equipments and other paraphernalia during presidential public appearances and during visits of other dignitaries;
- e. Appear in court when necessary and properly requested;
- f. Conduct lectures on investigative photography in other offices upon request; and
- g. Perform such other functions as may be provided by law.

#### Functions of the Electronics and Communication Division

Sec. 18.4. The Electronics and Communication Division shall have the following functions, among others:

- a. Operate and maintain electronic facilities and communications network of the Bureau;
- b. Assist the investigative staff in supplying the necessary electronic materials;
- c. Advise the Director and his staff in electronics and communications matters;
- d. Render qualified assistance to other agencies of the government;
- e. Conduct technical research, prepare plans and programs;
- f. Provide and extend technical training; and
- g. Perform such other functions as may be provided by law.

### FUNCTIONS OF THE INVESTIGATION BRANCH

Sec. 19. The Investigation Branch shall, among others, plan, coordinate, supervise and review the investigative and administrative activities of the divisions and other subordinate commands under it. It shall have a Special Investigation Division and a General Investigation Division including field units as necessary.

#### Functions of the Special Investigation Division

Sec. 19.1. The Special Investigation Division shall have the following functions, among others:

- a. Plan, coordinate, supervise and review the investigation of cases involving graft and corruption, international crimes, narcotics, arson, fraud, naturalization, violations of the anti-dummy and related nationalization laws, wanted and missing persons;
- b. Conduct screening of NBI agents and personnel; and
- c. Perform such other functions as may be provided by law.

#### Functions of the General Investigation Division

Sec. 19.2. The General Investigation Division shall have the following functions, among others:

- a. Plan, coordinate, supervise and review the administrative and investigative work of all regional offices and the special action unit; and
- b. Perform such other functions as may be provided by law.

#### Functions of the Regional Offices

Sec. 19.3. The Regional Offices shall have the following functions, among others:

- a. Exercise direct supervision over the administrative and investigative activities in their respective regions;
- b. Coordinate with the Special Investigation Division and Domestic Intelligence Division relative to joint operations within their jurisdiction; and
- c. Perform such other functions as may be provided by law.

#### **FUNCTIONS OF THE CITIZENS LEGAL ASSISTANCE OFFICE**

Sec. 20. The Citizens Legal Assistance Office shall represent, free of charge, indigent persons mentioned in Republic Act No. 6035, or the immediate members of their family, in all civil, administrative, and criminal cases where after due investigation the interest of justice will be served thereby, except agrarian reform cases as defined by Republic Act No. 3844, as amended, which shall be handled by the Bureau of Agrarian Legal Assistance of the Department of Agrarian Reform, and such cases as are now handled by the Department of Labor.

The Chief Citizens Attorney shall be the Chief Executive Officer of the Office. He shall administer and be responsible for all operations designed to strengthen legal assistance and counselling services to indigent persons. The Deputy Chief Citizens Attorney, as the Assistant Chief Executive Officer of the office, shall assist the Chief Citizens Attorney in the performance of the duties of the latter. In case of absence, illness, or temporary incapacity of the Chief Citizens Attorney, the Deputy Chief Citizens Attorney shall discharge the duties of the Chief Citizens Attorney.

The Office, as graphically depicted in the following organization chart, shall have an Administrative Division, a Financial and Management Division, a Special and Appealed Cases Division, a Legal Research and Statistics Division, and a Field Services Division with corresponding duties and responsibilities, as follows:

Functions of the Administrative Division

Sec. 20.1. The Administrative Division shall have the following functions, among others:

- a. Direct and supervise administrative and other support activities of the Office;
- b. Take charge of personnel program of the Office such as employee recruitment, selection, promotions, transfers, administration of fringe benefits, position classification, and employee relations;

**[Organization Chart V: Citizens Legal Assistance Office]**

- c. Serve as clearing center of all official communications whether incoming or outgoing, maintain a records filing system, provide messengerial and mailing service;
- d. Acquire and issue the required supplies, materials, and equipment for the Office, and store and maintain the same; provide janitorial and security services; and maintain an accurate account of the fixed assets of the Office; and
- e. Perform such other functions as may be provided by law.

Functions of the Financial  
and Management Division

Sec. 20.2. The Financial and Management Division shall have the following functions, among others:

- a. Prepare the annual and special budgets of the Office, give technical advice on fiscal matters, prepare and submit performance and fiscal reports; and control allotments and obligations;
- b. Maintain and keep books of accounts of the Office.; submit financial statements and reports; ascertain and certify to the correctness of vouchers; journals, bills; certify to the availability of funds and/or allotments;
- c. Prepare payrolls, vouchers and treasury warrants; verify and pay salaries, overtime pay, treasury warrants and vouchers for traveling expenses; compute and deduct insurance premiums, government taxes and other payroll deductions;
- d. Supervise the bookkeeping work of the Office; ascertain that all the transactions have been properly recorded in the books; prepare correspondence on bookkeeping matters;
- e. Undertake regular management studies of the Office's organizational structure, manpower, and operations; review existing methods, procedures, and systems; and make recommendations for improvement; and
- f. Perform such other functions as may be provided by law.

Functions of the Special and Appealed  
Cases Division

Sec. 20.3. The Special and Appealed Cases Division shall have the following functions, among others:

- a. Handle all appealed cases elevated to appellate courts or administrative tribunals in Greater Manila from regional offices including the preparation of briefs, pleadings, and memoranda relative thereto;
- b. Handle special judicial cases which are not within the responsibility of regional attorneys;
- c. Recommend to the Chief Citizens Attorney the assignment of special attorneys to regional and field offices whose volume of cases so demands; and
- d. Perform such other functions as may be provided by law.

#### Functions of the Legal Research and Statistics Division

Sec. 20.4. The Legal Research and Statistics Division shall have the following functions, among others:

- a. Plan, direct, and conduct legal research for the office;
- b. Prepare legal studies, digest court decisions, and inform all divisions and regional offices of latest developments in substantive and procedural laws;
- c. Supervise the keeping and maintenance of a law library;
- d. Maintain statistical data; and
- e. Perform such other functions as may be provided by law.

#### Functions of the Field Services Division

Sec. 20.5. The Field Services Division shall have the following functions, among others:

- a. Attend to, coordinate and supervise the activities of personnel in the regional offices for the proper implementation of legal assistance to indigent persons;
- b. Initiate, direct and supervise special projects and plans designed to strengthen legal assistance and counselling services to indigent persons; and
- c. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE RETAINED AGENCIES

Sec. 21. The Office of the Government Corporate Counsel, the Board of Pardons and Parole and the Bureau of Prisons shall retain their organizational structure and perform their present functions under the law respectively creating them; provided that the Bureau of Prisons shall have seven regional prisons as well as regular prisons and penal farms as provided under Presidential Decree No. 28, dated October 25, 1972.

#### FUNCTIONS OF THE ATTACHED AGENCY

Sec. 22. The Presidential Investigation and Recovery Commission which is attached to the Department shall retain its organizational structure and perform its present functions as provided under Executive Order No. 341, series 1971, subject to the provisions of Paragraph 4, Article I, Chapter I, Part I of the Plan0

#### TRANSITORY MEASURES

Sec. 23. In conformity with the foregoing organization and functional statements, you are hereby directed to prepare with the assistance of the Budget Commission, the Civil Service Commission, and the Presidential Commission on Reorganization and submit within ninety days from the promulgation of Presidential Decree No. 1 for the approval of the President supplementary details relative to the Staffing Pattern for the Department. The Staffing Pattern that shall be developed for purposes of this installation shall, insofar as practicable, be in accordance with the criteria specified in Paragraph 5, Article I, Chapter I of Part XXIII on General Provisions of the Plan.

Sec. 24. Upon the approval of the Staffing Pattern referred to above, appointments shall be made of the personnel to fill the positions authorized in said Staffing Pattern.

Sec. 25. All appointments to the positions that shall be authorized under the Staffing Pattern referred to above shall, in general, be in accordance with the merit requirements of the Civil Service law and rules and duly approved qualification standards for each position: Provided, That in the case of new position titles, qualification standards therefor shall be developed by the Department, subject to approval by the President upon recommendation of the Civil

Service Commission: Provided, further, That consideration for employment of persons other than those of the agencies and offices affected by this implementation shall be made only after the personnel of such reorganized entities shall have been considered: Provided, finally, That personnel actions which need to be taken as a result of the establishment of the said Staffing Pattern, shall be in accordance with applicable Civil Service law and rules, and the pertinent provisions of Part XXIII on General Provisions of the Plan.

Sec. 26. No original appointments to positions, except confidential positions, in the Staffing Pattern shall be made until all qualified employees in the agencies affected shall have been absorbed to appropriate positions available. You shall furnish the Civil Service Commission a certified list of all employees separated as a result of the implementation of the organization of the Department together with a justification for their separation,

Sec. 27. The position titles that shall be used in the Staffing Pattern with respect to positions at present covered by the WAPCO Plan shall be tentative for purposes of initial appointments to positions provided therein. The position titles shall: be subject to final determination and allocation to appropriate classes and salary ranges by WAPCO upon conduct of the usual audit of duties and responsibilities assigned to the positions.

Sec. 28. All initial appointments to positions in the Staffing Pattern shall be at the authorized or actual salaries of the incumbents appointed to the positions, whichever is higher. In the reallocation of appropriations authorized to be made under Section 31 of this Letter of Implementation, an adequate lump-sum amount shall be provided to take care of all cases where the actual salary of the appointee is more than the rate authorized.

Sec. 29. Salary increases as may result from appointments to positions in the Staffing Pattern to be proposed shall be effective only after final determination and allocation of said positions by WAPCO pursuant to Section 26 of this Letter of Implementation.

Sec. 39. The selection and initial appointments of personnel for positions in the Staffing Pattern shall be made with the assistance of a Committee composed of a representative each of the Department proper, Civil Service Commission, and Budget Commission: Provided, That in the consideration of personnel to fill positions authorized for the bureaus or comparable units in the Department, a representative of the bureau or comparable unit involved shall sit and participate in the deliberations of the Committee.

#### REALLOCATION OF APPROPRIATIONS

Sec. 31. You are likewise directed to cause the preparation, in collaboration with the Budget Commission, of the details of the Reallocation of Appropriations necessary to put into effect the implementation as prescribed by this Letter of Implementation in accordance with Paragraph 4, Article I, Chapter I, Part XXIII of the Plan.

## TIMING OF ADMINISTRATIVE ACTIONS

Sec. 32. You are hereby directed to effect the orderly scheduling of transfers, changes and other transitional actions required by the Plan and this Letter of Implementation: Provided, That all such actions shall be completed within the period prescribed in Paragraph 14, Article I, Chapter I, Part XXIII of the Plan reckoned from the date of issuance of Presidential Decree No. 1. In the interim, each entity affected shall continue to perform its functions until such time as you shall order change or cessation and each officer and employee shall continue to perform his duties and to exercise his authority until such time as you order otherwise but not beyond the termination of the transition period prescribed above.

Sec. 33. In the process of the selection of personnel to fit the positions in the Staffing Pattern mentioned above, you are authorized to make the necessary changes in the personnel structure of the Department subject to the approval of the Office of the President, to correct inequities that in your opinion may have resulted from the preparation thereof: Provided, That any adjustment or adjustments that shall be made pursuant hereto shall not result in an increase in the total appropriations for personal services authorized for the Department.

Sec. 34. You are hereby finally directed to note and call the attention of the President to such provisions of Part VI of the Plan or portions thereof which are inoperable under present conditions in view of the Proclamation Order No. 1081 dated September 21, 1972 at such time as their activation shall be possible.

Done in the City of Manila, this 31st day of December, in the year of Our Lord, nineteen hundred and seventy-two.

(Sgd.) FERDINAND E. MARCOS  
President  
Republic of the Philippines

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1972). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 21**

RELATIVE TO PART XX ON LAW ENFORCEMENT AND OTHER  
PERTINENT PROVISIONS OF THE INTEGRATED  
REORGANIZATION PLAN

TO:

The Chairman-Executive Officer  
National Police Commission  
Quezon City

Pursuant to Presidential Decree No. 1, dated September 24, 1972, Reorganizing the Executive Branch of the National Government, you are hereby directed to implement Part XX on Law Enforcement and other pertinent provisions of the Integrated Reorganization Plan, hereinafter referred to as the "Plan," prepared by the Commission on Reorganization, as amended by Presidential Decree Nos. 12, 12-A, and 12-B, dated October 3, 4, and 28, 1972, respectively, as follows:

ORGANIZATION OF THE NATIONAL POLICE COMMISSION

Section 1. The organization and functions of the National Police Commission, hereinafter referred to as the "Commission," shall be in accordance with the Provisions of Part XX and other pertinent provisions of the Plan, as amended by Presidential Decree Nos. 12, 12-A and 12-B, and the details contained in this Letter of Implementation.

Sec. 2. The organization of the Commission, as graphically depicted in the following organization chart, shall consist of the Commission proper; the Office of the Chairman-Executive Officer composed of his immediate Office, the Planning Service, the Financial and Management Service, the Personnel Service, and the Administrative Service; the Communications Branch; the Inspection, Investigation and Intelligence Branch; the Legal Affairs Branch; the Police Training Branch; the Adjudication Boards created pursuant to Presidential Decree No. 12; and the Boards of Investigators likewise created pursuant to the said Decree.

RELATIONSHIPS BETWEEN THE COMMISSION, STAFF SERVICES,  
AND OPERATING BRANCHES AND UNITS

Sec. 3. The Office of the Chairman-Executive Officer shall have direct line supervision over the staff services and operating branches and units. It shall have responsibility for overseeing operations to insure the judicious and effective implementation of police professionalization and police reform programs and projects of the Commission as initially drawn by the staff services and operating branches and units along their respective areas of responsibility. It shall constantly draw from the staff services and operating branches and units such advice and assistance as may be necessary to successfully achieve the goals and objectives of the Commission.

FUNCTIONAL STATEMENTS OF THE NATIONAL  
POLICE COMMISSION

Sec. 4. In conformity with the above set of functional relationships, the functions, powers, duties, and responsibilities of the Commission and its various units shall be as follows:

COMMISSION



Sec. 5. The Commission shall perform the relevant functions of the present Police Commission under Section 4 of Republic Act No. 4864.

In addition, it shall have the following powers and duties:

1. Supervise and control the activities of such law enforcement agencies as may be formed or placed under its jurisdiction;
2. Establish standards for the examination and audit on a continuing basis of all local police agencies throughout the country;
3. Promulgate standards for sound police personnel management and administration throughout the country;
4. Note and keep a record of all appointments and promotions of officers and members of local police forces and, through the Chairman-Executive Officer, disapprove within ninety days after submission to it, those where the appointees do not possess the corresponding legal qualifications or eligibility: Provided, That such appointments shall become immediately effective upon the assumption of duties of the appointees, entitling them to receive all the corresponding salaries and benefits, until notice of final disapproval if this should take place, without prejudice to the liability of the local appointing authority under Section 43 of Republic Act Numbered Two thousand two hundred and sixty, as amended;
5. Give appropriate examinations for officers and members of local police agencies, as well as for technical positions in local police laboratories, with the assistance of the Civil Service Commission;
6. Establish policies on the organization and operation of a Police Training Branch and Regional Police Academies, hereinafter provided for the police training of officers and members of local police agencies;
7. Administer the Peace and Order Special Account Fund under Republic Act Numbered Six thousand one hundred and forty-one, as amended by Presidential Decree No. 10, dated October 2, 1972;
8. Establish and supervise an integrated communications system for all local police agencies;
9. Exercise direct supervision and control over the Boards of Investigators created pursuant to Presidential Decree No. 12; Exercise the following functions pursuant to Presidential Decree No. 12-A, as amended by Presidential Decree No. 12-B;
  - (a) suspend policemen charged in administrative cases where the penalty of dismissal had already been rendered by the present Police Commission en banc but have not been implemented by reason of the filing of a petition for reconsideration or appeal to courts of justice, until the Adjudication Board or the court has promulgated the appropriate resolutions or decisions on their cases;
  - (b) suspend any member of the police force or agency accused in court of any felony or violation of law by the city or municipal attorney, or by the chief of the city or municipal police, or by the provincial or assistant provincial fiscal or city or assistant city fiscal, or by an authorized representative of the National Bureau of Investigation or the Philippine Constabulary, until final decision by the court, unless sooner lifted by the Commission;
  - (c) act upon recommendations of the Boards of Investigators as organized under Presidential Decree No. 12 for the summary removal or dismissal of respondents in any of the cases specified in Paragraph 1 of Presidential Decree No. 12-A, as amended by Presidential Decree No. 12-B;
  - (d) act upon recommendations of the Boards of Investigators created under Section 15 of Republic Act No. 4864, which shall continue to function pending the constitution of the new Boards of Investigators under Presidential

Decree No. 12, for the suspension or summary removal or dismissal of respondents in any of the cases specified in Paragraph 1 of Presidential Decree No. 12-A, as amended by Presidential Decree No. 12-B;

(e) act upon recommendations of the Adjudication Boards for the summary removal or dismissal of respondents in any of the cases specified in Paragraph 1 of Presidential Decree No. 12-A, as amended by Presidential Decree No. 12-B; and

(f) execute and implement all orders and decisions for suspension or dismissal of members of police forces.

11. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE COMMISSION PROPER

Sec. 6. The Commission proper, as a governing body composed of the Chairman and four members, shall perform the following functions, among others:

1. Advise the President, through the Chairman Executive Officer, on the promulgation of executive orders, regulations, and decrees relative to matters under the jurisdiction of the Commission;

2. Promulgate rules and regulations necessary to carry out Commission objectives, policies, and functions;

3. Approve the annual and supplemental budgets of the Commission;

4. Exercise appellate jurisdiction over and render final decision on claims for death and disability benefits of members of local police agencies under the Police Act of 1966; and

5. Perform such other functions as may be provided by law.

#### OFFICE OF THE CHAIRMAN-EXECUTIVE OFFICER

Sec. 7. The immediate Office of the Chairman-Executive Officer shall consist of the Chairman in his capacity as Executive Officer of the Commission, the Assistant Executive Officer, and the personnel in their immediate office. It shall be responsible for the implementation of rules and regulations promulgated by the Commission to carry out its policies and objectives, and for exercising general supervision and control over the staff services and operating branches and units of the Commission.

##### Functions of the Chairman-Executive Officer

Sec. 7.1. The functions of the Chairman-Executive Officer shall be as follows:

1. Supervise, direct, and coordinate the overall operations of the Commission;

2. Prepare and submit periodic reports and other special reports of the Commission as may be required from time to time by the President or Congress;

3. Implement and/or execute the policies, directives, programs, and projects formulated and adopted by the Commission;

4. Establish standards for the operation of the Commission pursuant to the President's program of government;

5. Delegate authority for the performance of any function to officers and employees under his direction;

6. Appoint and discipline personnel of the Commission subject to confirmation by the Commission proper;
7. Prepare the agenda for, and preside at meetings of, the Commission proper;
8. Transmit to the President rules, regulations, and other guidelines adopted by the Commission proper which require Presidential attention and/or approval;
9. Submit the annual and supplemental budgets of the Commission for the consideration and approval of the Commission proper;
10. Create Adjudication Boards and Boards of Investigators pursuant to Presidential Decree No. 12;
11. See to it that cases filed with and/or referred to the Boards of Investigators are acted upon without undue delay;
12. Promulgate rules and regulations for the implementation of Presidential Decree Nos. 12, 12-A and 12-B; and
13. Perform such other functions as may be provided by law.

#### Functions of the Assistant Executive Officer

Sec. 7.2. The functions of the Assistant Executive Officer shall be as follows:

1. Assist the Chairman-Executive Officer in supervising, directing, and coordinating the overall operations of the Commission;
2. Advise and assist the Chairman-Executive Officer in the implementation and/or execution of the policies, directives, programs, and projects formulated and adopted by the Commission;
3. Oversee all the operational activities of the Commission for which he shall be responsible to the Chairman-Executive Officer;
4. Serve as deputy to the Chairman-Executive Officer on all matters relating to the operations of the Commission; and
5. Perform such other functions as may be provided by law.

Sec. 7.3. The immediate Office of the Chairman-Executive Officer shall maintain a secretariat which shall have the following functions, among others:

- a. Render secretarial services to the Commission en banc and the Adjudication Boards during their deliberations, meetings, and conferences;
- b. Keep records of proceedings during such deliberations, meetings, and conferences and render other services in relation thereto; and
- c. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE PLANNING SERVICE

Sec. 8. The Planning Service shall, among others, be responsible for providing the Commission with economical, efficient, and effective services relating to program planning, project development and evaluation, research, and statistics; plans for the uniform organization of local police agencies and for the improvement of current police

administrative and management practices; and an up-dated police manual and system of uniform crime reporting. It shall have a Program Planning Division and a Research and Statistics Division with corresponding duties and responsibilities, as follows:

#### Functions of the Program Planning Division

Sec. 8.1. The Program Planning Division shall, among others, be responsible for the development and formulation of long-range and short-range goals and objectives of the Commission; development of plans for the uniform organization of local police agencies; review and integration of the whole range of project proposals developed and the formulation of the overall short-range programs for development in the sector covered by the Commission, including the development and formulation of basic policies and guidelines for the preparation of the Commission budget.

Pursuant thereto, the Division shall have the following functions, among others:

- a. Formulate basic policies and guidelines for the preparation of the Commission budget and coordinate with the Budget Division in the preparation of the same;
- b. Formulate criteria for determining priorities for proposed projects, indicate the desired areas for development, and devise financing schemes for approved projects;
- c. Undertake such re-programming as necessary in accordance with actual cash resources made available, including the determination of cut backs and/or projects to be included from unprogrammed to programmed category;
- d. Evaluate periodically performance reports and appraise the progress of project implementation against goals and objectives;
- e. Set schedules and timetables for project execution;
- f. Develop plans for the improvement of current police administrative and management policies;
- g. Develop procedures for the effective performance of police operations and methods;
- h. Develop plans for the standardization of arms, equipment, police uniforms, insignias of rank, awards, and medals of honor
- i. Prepare and update the police manual, rules, and regulations;
- j. Study and analyze police requirements and develop plans for a standard measurement of police services;
- k. Develop plans for a crime prevention program for installation in local police agencies; and
- l. Perform such other functions as may be provided by law.

#### Functions of the Research and Statistics Division

Sec. 8.2. The Research and Statistics Division shall, among others, compile and analyze statistical data; prepare and distribute periodical statistical reports; plan and prepare a system of Uniform Crime Report; and conduct continuing research and analysis of social and economic conditions and trends as they affect peace and order.

Pursuant thereto, the Division shall have the following functions, among others;

- a. Initiate and administer research programs and projects on crime and crime prevention;
- b. Evaluate and assess grants program to support research of significance to the functions of law enforcement;
- c. Compile research on crime and police studies performed in foreign countries and make studies and recommendations on their applicability to local conditions;
- d. Survey crime prevention and suppression activities of law enforcement agencies;
- e. Determine the basic or "required" list and "extended" list of recommended forms used by law enforcement agencies and study their implications insofar as volume of work involved in processing the data included both in the basic or "required" as well as in the "extended" list is concerned; and
- f. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE FINANCIAL AND MANAGEMENT SERVICE

Sec. 9. The Financial and Management Service shall, among others, be responsible for providing the Commission with staff advice and assistance in budgeting, financial and management improvement, including the implementation of subsidy grants to local police agencies meeting prescribed standards under existing law. It shall have an Accounting Division, a Budget Division, a Management Division, and a Subsidy Division with corresponding duties and responsibilities, as follows:

##### Functions of the Accounting Division

Sec. 9.1. The Accounting Division shall have the following functions, among others:

- a. Maintain basic accounting records and books of accounts to reflect accurately and currently the financial condition of the Commission;
- b. Review reports of collecting and disbursing officers for accuracy, legality, and reasonableness of the items reported;
- c. Prepare payroll records from information furnished by operating units;
- d. Process requisitions and certify to the availability of funds prior to incurring of obligations;
- e. Process vouchers and prepare checks and/or warrants for the payment of government obligations;
- f. Provide for the preparation of checks and/or warrants and for the safekeeping of blank warrants;
- g. Prepare billings to debtors of the National Government and maintain subsidiary records as required, except in field offices where accounting personnel are not established, in which case, collecting officers shall perform this function;
- h. Maintain book control of stock supplies and materials and sales stock, including issues therefrom, so as not to exceed authorized ceiling of reimbursable funds and the allotment of the Commission for the purpose;
- i. Maintain accounts providing cost data by area of responsibility, project, product, or other units needed by agency management for cost control;

- j. Maintain records pertaining to fiduciary funds and other trust funds including, where necessary remittances of collections, deductions from payrolls, and other items payable to government agencies, insurance companies, and other private entities;
- k. Follow-up operating personnel in the liquidation of cash advances, accounts receivable, and accounts payable, including trust funds and dormant accounts of the Commission;
- l. Prepare reports and statements required for agency management and for other government entities authorized to receive such data;
- m. Advise the Commission on the status of appropriations and allotments and such other financial matters as may be needed;
- n. Provide such data as may be required by the Budget Commission, the General Auditing Office, and the Department of Finance; and
- o. Perform such other functions as may be provided by law.

#### Functions of the Budget Division

Sec. 9.2. The Budget Division shall have the following functions, among others:

- a. Develop and improve budgetary methods, procedures, and justifications;
- b. Provide, subject to budgetary ceilings, fund estimates in support of the Commission's operations, plans, and programs;
- c. Assist the Commission in the presentation of its budgetary estimates before administrative and legislative bodies;
- d. Provide technical guidance and assistance in the application and utilization of budgeting methods and the budget system;
- e. Prepare annual financial work plans;
- f. Allocate, in coordination with the Planning Service, available funds to programs on the basis of approved guidelines and priorities;
- g. Issue allotment advice in support of the fund requirement for the conduct of operations under each program;
- h. Review performance reports to determine conformance with set standards;
- i. Prepare financial reports for management guidance and as required by higher authorities;
- j. Supervise the implementation of budget directives;
- k. Administer and supervise operation of budgetary-reporting;
- l. Exercise technical supervision over the preparation of budget estimates of units within the Commission;
- m. Act as liaison of the Commission to the Budget Commission and Congress with regards to budgetary-requests;

- n. Supervise the distribution of work and give instruction and guidance on work methods and procedures; and
- o. Perform such other functions as may be provided by law.

#### Functions of the Management Division

Sec. 9.3. The Management Division shall have the following functions, among others:

- a. Develop plan and program objectives relative to management improvement in the Commission;
- b. Examine the administrative organization of the Commission and make recommendations for improvement;
- c. Maintain and update the Commission's organization and manuals;
- d. Undertake regular management surveys of organizational structure, manpower, and operations; study special problems as assigned; review existing methods, procedures, and systems; and make recommendations for improvement;
- e. Develop new and improved management system; exercise staff supervision over the implementation of such improvement; and provide training in the use of the system;
- f. Develop staffing standards and manpower requirements for the Commission;
- g. Review internal control systems for safeguarding money and property to ascertain weaknesses and deficiencies requiring correction;
- h. Perform continuing research and study for the coordination of functions and activities of the staff services and operating branches and units of the Commission for better and effective management;
- i. Conduct specific studies of service and branch operations to maintain harmony and eliminate overlapping of functions, improve working conditions, reduce cost, and promote maximum efficiency and control of manpower;
- j. Establish safeguards in the administration of the Peace and Order Special Account, property, and accounting books by implementing an effective internal control;
- k. Compile reports and statistical data involving financial matters;
- l. Conduct audit of salary subsidy disposition by local governments; and
- m. Perform such other functions as may be provided by law.

#### Functions of the Subsidy Division

Sec. 9.4. The Subsidy Division shall have the following functions, among others:

- a. Process and implement payment of salary subsidy grants in accordance with existing laws, circulars, rules, and regulations;
- b. Process and implement equipment subsidy grants to deserving police agencies in accordance with existing laws, rules, and regulations; and

c. Perform such other functions as may be provided by law.

#### **FUNCTIONS OF THE PERSONNEL SERVICE**

Sec. 10. The Personnel Service shall, among others, perform personnel functions for the Commission, process the appointments of officers and members of local police agencies, and assume the functions of the present Police Commission relative to the giving of police examinations. It shall have a Personnel Transactions Division and an Examination Division with corresponding duties and responsibilities, as follows:

##### **Functions of the Personnel Transactions Division**

Sec. 10.1. The Personnel Transactions Division shall, among others, be charged with the development and administration of personnel programs and shall process the appointments of officers and members of local police agencies.

Pursuant thereto, the Division shall have the following functions, among others:

- a. Advise the Commission on personnel policy and administration;
- b. Develop and administer a personnel program which shall include selection and placement, classification and pay, career and employee development, performance rating, employee relations, and welfare services;
- c. Act on all matters concerning attendance, appointments, promotions, transfers, and other personnel transactions;
- d. Conduct training programs for the personnel of the Commission;
- e. Maintain records of personnel in the Commission and of all policemen in the Philippines; and
- f. Perform such other functions as may be provided by law.

##### **Functions of the Examination Division**

Sec. 10.2. The Examination Division shall have the following functions, among others:

- a. Prepare police tests and examination ratings;
- b. Certify and record the results of the examination for all police personnel;
- c. Evaluate the qualifications of applicants preparatory to their certification to local police agencies;
- d. Evaluate the qualifications of applicants preparatory to their admission to take police service examination;
- e. Maintain up-to-date records of police eligibles; and
- f. Perform such other functions as may be provided by law.

#### **FUNCTIONS OF THE ADMINISTRATIVE SERVICE**

Sec. 11. The Administrative Service shall, among others, be responsible for providing the Commission with well-planned, directed, and coordinated services relating to public information, records, supplies, equipment,



disbursements, custodial and janitorial work. It shall have a General Services Division and an Information Division with corresponding duties and responsibilities, as follows:

Functions of the General Services Division

Sec. 11.1. The General Services Division shall have the following functions, among others:

- a. Provide policy guidance on the maintenance and disposition of records and on the procurement and storage of supplies in accordance with government prescribed standards;
- b. File and maintain necessary records and establish a records disposition program for the Commission;
- c. Provide mail, transportation, custodial, and general utility services for the Commission;
- d. Procure, store, and distribute supplies and equipment of the Commission, and conduct periodic inventories of the same;
- e. Provide and coordinate messengerial, duplicating, and typing pool services;
- f. Receive, collect and deposit cash, prepare payrolls, and process vouchers for payment of the Commission's obligations;
- g. Maintain a central library, a photographic laboratory, an armory and printing facilities; and
- h. Perform such other functions as may be provided by law.

Functions of the Information Division

Sec. 11.2. The Information Division shall have the following functions, among others:

- a. Develop programs to have the policies, plans, and activities of the Commission properly understood by the public;
- b. Procure and disseminate media materials to implement the information program of the Commission;
- c. Coordinate with the Department of Public Information in the Office of the President;
- d. Advise the Commission on all phases and aspects of public information and public relations; e. Observe and analyze public opinion trends;
- f. Act as the official spokesman of the Commission and, in that capacity, disseminate information concerning the police service upgrading and professionalization objectives and activities of the Commission, utilizing all information media for that purpose;
- g. Provide editorial direction and photographic and art services for all publications of the Commission, including the annual report, information bulletins and other vehicles for public information;
- h. Receive and attend to all visitors and callers within the framework of a public assistance system that features centralized follow-ups in lieu of direct visits to the various services and branches and units concerned;
- i. Act as historian of the Commission and as such undertake special historical studies, researches, and documentation work; compile references and source materials in the Commission archives; and maintain a clipping service; and

j. Perform such other functions as may be provided by law.

## FUNCTIONS OF THE COMMUNICATIONS BRANCH

Sec. 12. The Communications Branch shall, among others, advise the Commission on communications-electronics matters; be responsible for the efficient and effective operation of the communications network of the Commission; prepare plans and programs on communications installation; allocate and control radio frequencies for police communications; and prepare standard operating procedures pertaining to operations, repair, maintenance, and support of communications-electronics equipment. It shall have an Operations Division and a Maintenance Division with corresponding duties and responsibilities, as follows:

### Functions of the Operations Division

Sec. 12.1. The Operations Division shall have the following functions, among others:

- a. Prepare and issue policies, guidelines, and standard operating procedures, as well as rules and regulations pertaining to the use and operation of police communications network throughout the country;
- b. Inspect and evaluate the effectiveness and efficiency of law enforcement communications systems and submit recommendations;
- c. Submit accomplishment reports, plans, programs, budget estimates, project studies, statistics, and other requirements pertaining to the Division;
- d. Review and submit engineering plans and Law Enforcement Communications System (LEGS) programming;
- e. Review and supervise technical training programs for dispatchers and radio technicians;
- f. Supervise the operational and administrative radio network of the Commission;
- g. Issue instructions and directives from time to time for optimum work performance of Regional LEGS Supervisors; and
- h. Perform such other functions as may be provided by law,

### *Functions of the Maintenance Division*

Sec. 12.2. The Maintenance Division shall have the following functions, among others:

- a. Issue guidelines on metering and calibration requirements, test measurement procedures, and preventive check-up of all radio and test equipment operated and maintained by the Commission;
- b. Review and submit requisitions of spare parts and other requirements needed in the repair and maintenance of organic test and measuring equipment;
- c. Prepare and issue supply management guidelines and procedures pertaining to technical supply;
- d. Submit regularly inventory on supplies, equipment, tools, and other materials;
- e. Coordinate instruction in the training of LECS technicians;
- f. Coordinate with the Operations Division for the effective and efficient performance of the Branch;

- g. Submit statistics, data, and other reports as required; and
- h. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE INSPECTION, INVESTIGATION AND INTELLIGENCE BRANCH

Sec. 13. The Inspection, Investigation and Intelligence Branch shall, among others, conduct continuous inspection and audit of the performance, activities, and facilities of all local police agencies; collect, record, evaluate, and analyze information and conduct investigation and operations relative to police anomalies and irregularities; conduct intelligence coverage on matters pertaining to complaints and/or cases against members of any police agency referred to the Branch; and conduct background checks of members of local police agencies. It shall have an Inspection Division, an Intelligence Division, and an Investigation Division with corresponding duties and responsibilities, as follows:

##### Functions of the Inspection Division

Sec. 13.1. The Inspection Division shall have the following functions, among others:

- a. Conduct regular and periodic inspection and audit of the existing local police functions (Operations or Line Functions, Services or Auxiliary Functions, and Administrative or Managerial Functions) and programs; determine compliance with existing laws, rules, regulations, and other requirements; and stimulate improvement in respective areas of police management;
- b. Advise and assist local police agencies in the installation and application of the Commission's policies, regulations, and instructions and in correcting deficiencies in their operations as revealed through inspection, investigation, and other means;
- c. Assist local police agencies in the improvement of all areas of management by bringing to their attention new and improved management practices, methods, and techniques;
- d. Provide top police managerial officials with agency-wide evaluation and analysis of their organization and administration, and advise them accordingly;
- e. Conduct special inspection surveys as needed and/or as requested by police agencies;
- f. Provide, upon special request and approval, service of an evaluative or consultative nature for projects or programs not normally within the jurisdiction of the Commission;
- g. Represent the Commission in all field inspections, except in matters involving policy decisions yet to be made;
- h. Coordinate and supervise the functions, duties, and responsibilities of regional inspection offices such as the Luzon Inspection Section, Mindanao Inspection Section, and Visayas Inspection Section, and their respective personnel within the divisional area;
- i. Review and approve for referral to the Branch all recommendations coming from the three sections of the Division; and
- j. Perform such other functions as may be provided by law.

##### Functions of the Investigation Division

Sec. 13.2. The Investigation Division shall have the following functions, among others:

- a. Conduct investigation of all illegal activities involving policemen;
- b. Evaluate and render the corresponding reports on such cases and recommend not only the criminal or administrative prosecution of erring policemen, but also measures to improve the police department set-up, if so warranted by the evidence and observations gathered from the investigation: Provided, That operatives of the Division may, upon prior authorization by the Chairman, prosecute such cases in coordination with the State Prosecutors on detail with the Branch or other branches or services of the Commission;
- c. Maintain a log book of all cases investigated for record and future reference purposes;
- d. Conduct background checks of all applicants for employment in the Commission, as well as of members of local police agencies;
- e. Conduct independent research before submitting the corresponding report on any investigation to support or back-up the recommendations submitted therein;
- f. Send out Special Investigators to appear before Investigation Boards as witnesses in cases investigated by them;
- g. Inspect police departments in the course of investigation to determine the extent of their performance and accomplishment on certain operations, as distinguished from the administrative functions of such departments;
- h. Represent the Commission in all field investigations except in matters involving policy decisions yet to be made;
- i. Advise the police department concerned in the course of its field investigation on the proper and correct application of the Commission's policies, regulations, and the Police Manual;
- j. Coordinate with the Legal Affairs Branch in certain court proceedings wherein the Commission or any of its officials or personnel is a party; and
- k. Perform such other functions as may be provided by law

#### Functions of the Intelligence Division

Sec. 13.3. The Intelligence Division shall have the following functions, among others:

- a. Conduct intelligence coverage on all matters pertaining to complaints and/or cases against members of any police agency referred to the Commission;
- b. Receive, process, and evaluate all intelligence information gathered for appropriate action and/or dissemination to any local police agency or to any national law enforcement agency;
- c. Conduct surveillance and/or perform undercover jobs to verify reported criminal or illegal activities of any member of the police force;
- d. Maintain files, records, and dossiers on police men with cases pending or otherwise reported to the Commission for future reference;
- e. Coordinate with the different police departments regarding complaints referred to the Commission on pending cases for immediate disposition; and

f. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE LEGAL AFFAIRS BRANCH

Sec. 14. The Legal Affairs Branch shall, among others, act as the legal adviser of the Commission; prepare decisions on questions of law brought before the Commission; evaluate, with respect to questions of law, the findings of the Inspection, Investigation and Intelligence Branch; prepare interpretations of law that may arise in connection with the provisions of the Police Act and Police Manual; and assist the Commission in supervising and coordinating the investigation of police offenses and claims for police benefits in the Boards of Investigators. It shall have a Police Offenses and Claims Division and a Legal Research and Legislation Division with corresponding duties and responsibilities, as follows:

##### Functions of the Police Offenses and Claims Division

Sec. 14.1. The Police Offenses and Claims Division shall have the following functions, among others:

- a. Assist in the supervision of the Boards of Investigators, verify records and procedures, check and observe the progress and/or status of police administrative cases and claims for police benefits under investigation, and make necessary recommendations for improvement;
- b. Coordinate with the members of the Boards of Investigators for the proper performance of their functions and duties, and disseminate policies, memoranda and/or instructions of the Commission;
- c. Handle court cases and quasi-judicial proceedings involving the Commission and/or its officials and employees in connection with and/or arising out of their functions and duties other than administrative disciplinary matters;
- d. Keep a general docket of all police administrative cases and claims for death and disability benefits of policemen elevated to the Adjudication Boards and the Commission en banc, respectively, from the Boards of Investigators, and assume responsibility for their distribution to the Adjudication Boards or the Commission en banc, as the case may be, for final disposition.
- e. Assist the Adjudication Boards in the preparation of decisions and resolutions on police administrative cases, and the Commission en banc in the preparation of decisions and resolutions on claims for police benefits; and
- f. Perform such other functions as may be provided by law.

##### Functions of the Legal Research and Legislation Division

Sec. 14.2. The Legal Research and Legislation Division shall have the following functions, among others:

- a. Make researches on questions of law brought before the Commission or those referred to the Legal Affairs Branch by other units of the Commission;
- b. Make continuing studies on proposed legislation for the improvement of the Philippine police system;
- c. Prepare opinions, rulings or decisions on questions of law brought before the Commission;
- d. Prepare interpretations of law that may arise in connection with the provisions of the Police Act, Police Manual, circulars, rules, and regulations;
- e. Evaluate, with respect to questions of law, the findings of the Inspection, Investigation and Intelligence Branch and make recommendations thereon; and

f. Perform such other functions as may be provided by law.

## FUNCTIONS OF THE POLICE TRAINING BRANCH

Sec. 15. The Police Training Branch shall, among others, be responsible for the police training of the officers and members of local police agencies throughout the country; undertake research and development of police science courses, methods, and procedures; serve as central clearing house for awarding foreign scholarships and advance training grants to representative members of the police forces; and exercise general supervision over the operation of departmental police in-service training programs. It shall maintain such staff as may be necessary to assist, among others, in the study and formulation of police training policies and plans, programs of instruction, as well as rules and regulations relating to police training.

The Branch shall have Regional Police Academies which shall, among others, serve as the training and educational centers for officers and members of local police agencies and other law enforcement instrumentalities in the region with corresponding duties and responsibilities, as follows:

### Functions of the Regional Police Academies

Sec. 15.1. The Regional Police Academies shall have the following functions, among others:

- a. Supervise, direct, control, and coordinate the overall operations of the academy;
- b. Implement and/or execute the policies, directives, programs, and projects formulated and adopted by the Commission regarding police training;
- c. Prepare and submit periodic training reports and area requirements as may be required from time to time by the Chairman-Executive Officer or Branch Head;
- d. Coordinate with other training coordinators for the purpose of standardizing training courses;
- e. Inform and educate police recruits on fundamental police techniques and procedures to take them competent in discharging basic police duties and assuming general police authorities;
- f. Inform and educate experienced police officers on the latest techniques and procedures in law enforcement;
- g. Provide refresher courses in specialized areas of duty;
- h. Provide such fundamental and specialized instructions on police weapons, combat shooting, and military operations and formations;

Provide physical conditioning courses which will help police officers, develop and maintain the strength, dexterity, agility, and muscular coordination necessary to withstand the rigors of police duties, and special training on techniques of physical self-defense and personal combat to enable police officers to defend themselves while performing their sworn duties; Handle and maintain training records for reference purposes and scheduling of training courses; Determine if police participants for training meet the standard requirements for registration to National Police Commission training courses; Exercise general supervision over the operation of police department in-service training programs; Operate and maintain a regional police library; Conduct training follow-up of graduates of academy to determine the effectiveness and defects of the police training programs preparatory to updating the same;

- i. Recommend police officers in the region for local and foreign scholarship grants; and

p. Perform such other functions as may be provided by law.

## FUNCTIONS OF THE ADJUDICATION BOARDS

Sec. 18. The functions of the Adjudication Boards created in the Commission pursuant to Presidential Decree Nos. 12, 12-A and 12-B, shall be as follows:

1. Perform the functions of the Commission en banc in the review and final adjudication of administrative cases against members of police forces falling under the Police Act of 1966;
2. Evaluate immediately all administrative cases against members of the police forces now pending before the present Police Commission and should there be a finding that the offense is grave and the evidence of guilt against the respondent is strong, suspend the respondent immediately, such suspension to last until the Board has promulgated the appropriate decision to the case, provided that it may recommend to the

Commission the summary removal or dismissal of the respondents in any of the cases specified in Paragraph 1 of Presidential Decree No. 12-A, as amended by Presidential Decree No. 12-B; and 3. Perform such other functions as may be provided by law.

### Functions of the Boards of Investigators

Sec. 16.1. The functions of the Boards of Investigators created in each province and city pursuant to Presidential Decree Nos. 12, 12-A and 12-B, shall be as follows:

- a. Perform the same duties as the Boards of Investigators under the Police Act of 1966 and implementing executive orders, rules, and regulations relative to the investigation of administrative cases against members of city and municipal police forces;
- b. Conduct preliminary inquiry of any administrative charge filed under oath against a member of the local police agency within three days from receipt thereof and, should there be a finding that there is reasonable ground to believe that the respondent is probably guilty of a grave offense, immediately suspend the respondent, such suspension to last until final disposition of the administrative case, unless sooner lifted: Provided, That the Board shall forthwith recommend to the Commission that respondent be summarily removed or dismissed in any of the cases specified in Paragraph 1 of Presidential Decree No. 12-A, as amended by Presidential Decree No. 12-B: Provided, further, That the same procedure shall apply to pending administrative cases absorbed by the newly created Boards under Presidential Decree No. 12, as amended; and, Provided, finally, That pending the constitution of the new Boards of Investigators under Presidential Decree No. 12, the Boards of Investigators created under Section 15 of Republic Act No. 4864 shall continue to function, and shall follow the same procedure outlined in the aforementioned Paragraph 1 of Presidential Decree No. 12-A, as amended, except that they shall not exercise the power to suspend.
- c. Submit the records of investigation, findings and recommendations to the proper adjudication Boards, through the Police Offenses and Claims Division, for final adjudication, within the period prescribed in the Police Act of 1966 and decrees, orders, rules, and regulations;
- d. Submit a bi-monthly report on the cases referred to them for investigation, indicating the status and/or disposition thereof, to the Chairman Executive Officer of the Commission who shall see to it that cases filed with, and/or referred to, the Boards of Investigators are acted upon and disposed of without undue delay;
- e. Perform the same duties as the Boards of Investigators under the Police Act of 1966 and implementing executive orders, rules, and regulations relative to the investigation and adjudication of claims for police benefits, subject to appeal to the Commission en banc whose decision shall be final; and f. Perform such other functions as may be provided by law.

## TRANSITORY MEASURES

Sec. 17. In conformity with the foregoing organization and functional statements, you are hereby directed to prepare with the assistance of the Budget Commission, the Civil Service Commission, and the Presidential Commission on Reorganization and submit within ninety days from the promulgation of Presidential Decree No. 1 for the approval of the President supplementary details relative to the Staffing Pattern for the Commission. The Staffing Pattern that shall be developed for purposes of this installation shall, insofar as practicable, be in accordance with the criteria specified in Paragraph 5, Article I, Chapter I, Part XXIII on General Provisions of the Plan.

Sec. 18. Upon the approval of the Staffing Pattern referred to above, appointments shall be made of the personnel to fill the positions authorized in the said Staffing Pattern.

Sec. 19. All appointments to the positions that shall be authorized under the Staffing Pattern referred to above shall, in general, be in accordance with the merit requirements of the Civil Service law and rules and duly approved qualification standards for each position: Provided, That in the case of new position titles, qualification standards therefor shall be developed by the Commission, subject to approval by the President upon recommendation of the Civil Service Commission: Provided, further, That consideration for employment of persons other than those of the agencies and offices affected by this implementation shall be made only after the personnel of such reorganized entities shall have been considered: Provided, finally, That personnel actions which need to be taken as a result of the establishment of the said Staffing Pattern, shall be in accordance with applicable Civil Service law and rules, and the pertinent provisions of Part XXIII on General Provisions of the Plan.

Sec. 20. No original appointments to positions, except confidential positions, in the Staffing Pattern shall be made until all qualified employees in the agencies affected shall have been absorbed to appropriate positions available. You shall furnish the Civil Service Commission a certified list of all employees separated as a result of the implementation of the organization of the Commission together with a justification for their separation.

Sec. 21. The position titles that shall be used in the Staffing Pattern shall be tentative for purposes of initial appointments to positions provided therein. The position titles shall be subject to final determination and allocation to appropriate classes and salary ranges by WAPCO upon conduct of the usual audit of the duties and responsibilities assigned to the positions.

Sec. 22. All initial appointments to positions in the Staffing Pattern shall be at the authorized or actual salaries of the incumbents appointed to the positions, whichever is higher. In the reallocation of appropriations authorized to be made under Section 25 of this Letter of Implementation, an adequate lump-sum amount shall be provided to take care of all cases where the actual salary of the appointee is more than the rate authorized.

Sec. 23. Salary increases as may result from appointments to positions in the Staffing Pattern to be proposed shall be effective only after final determination and allocation of said positions by the WAPCO pursuant to Section 21 of this Letter of Implementation.

Sec. 24. The selection and initial appointments of personnel for positions in the Staffing Pattern shall be made with the assistance of a Committee to be composed of a representative each of the Commission, Civil Service Commission, and Budget Commission: Provided, That in the consideration of personnel to fill positions authorized for the bureaus or comparable units in the Commission, a representative of the bureau or comparable unit involved shall sit and participate in the deliberations of the Committee.

## REALLOCATION OF APPROPRIATIONS

Sec. 25. You are likewise directed to cause the preparation, in collaboration with the Budget Commission, of the details of the Reallocation of Appropriations necessary to put into effect the implementation as prescribed by this Letter of Implementation in accordance with Paragraph 4, Article I, Chapter I, Part XXIII of the Plan.



## TIMING OF ADMINISTRATIVE ACTIONS

Sec. 26. You are hereby directed to effect the orderly scheduling of transfers, changes and other transitional actions required by the Plan and this Letter of Implementation: Provided, That all such actions shall be completed within the period prescribed in Paragraph 14, Article I, Chapter I, Part XXIII of the Plan reckoned from the date of issuance of Presidential Decree No\* 1. In the interim, each entity affected shall continue to perform its functions until such time as you shall order change or cessation and each officer and employee shall continue, to perform his duties and to exercise his authority until such time as you order otherwise but not beyond the termination of the transition period prescribed above.

Sec. 27. In the process of the final selection of personnel to fill the positions in the Staffing Pattern mentioned above, you are authorized to make the necessary changes in the personnel structure of the Commission subject to the approval of the Office of the President, to correct inequities that in your opinion may have resulted from the preparation thereof: Provided, That any adjustment or adjustments that shall be made pursuant hereto shall not result in an increase in the total appropriations for personal services authorized for the Commission.

Sec. 28. The authority of the Commission under Sub-paragraph j, Paragraph 5, Article II, Chapter I, Part XX of the Plan, relative to the placing of local police agencies under Philippine Constabulary control, is hereby suspended for the duration of Martial Law, unless otherwise ordered. In this connection, you are hereby finally directed to note and call the attention of the President to such other provisions of Part XX of the Plan or portions thereof which are inoperable under present conditions in view of Proclamation Order No. 1081 dated September 21, 1972 and which should be suspended until such time as their activation shall be possible.

Done in the City of Manila, this 31st day of December, in the year of Our Lord, nineteen hundred and seventy-two.

(Sgd.) FERDINAND E. MARCOS  
President  
Republic of the Philippines

*Source: Legislative Library, House of Representatives*

Office of the President of the Philippines. (1972). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 22**

RELATIVE TO PART VII ON REGIONAL PLANNING AND DEVELOPMENT AND OTHER PERTINENT PROVISIONS OF THE INTEGRATED REORGANIZATION PLAN

TO:

The Director-General  
National Economic Development Authority  
Manila

Pursuant to Presidential Decree No. 1 dated September 24, 1972, Reorganizing the Executive Branch of the National Government, you are hereby directed to implement Part VII on Regional Planning and Development and other pertinent provisions of the Integrated Reorganization Plan, herein-after referred to as the "Plan," prepared by the Commission on Reorganization, as follows:

ORGANIZATION OF THE REGIONAL  
DEVELOPMENT COUNCIL

Section 1. The organization and functions of each Regional Development Council, hereinafter referred to as the "Council," shall be in accordance with the provisions of Part VII and other pertinent provisions of the Plan and the details contained in this Letter of Implementation.

Sec. 2. The organization of the Council, as graphically-depicted in the following organization chart, shall consist of the Council Proper, the Executive Committee, and the Technical Staff.

Sec. 3. The Council which shall be established in each of the eleven regional areas provided under Article I, Chapter III, Part II of the Plan shall be an extension of the National Economic Development Authority.

FUNCTIONAL STATEMENTS OF THE REGIONAL  
DEVELOPMENT COUNCIL

Sec. 4. The functions, powers, duties and responsibilities of the Council and its various units shall be as follows:

FUNCTIONS OF THE REGIONAL  
DEVELOPMENT COUNCIL

Sec. 5. The Council shall maintain close coordination with the sectoral departments of the national governments and local governments within the region and shall have the following functions: among others:

**[Organization Chart: Regional Development Councils]**

a. Conduct a comprehensive and detailed survey of the resources and potentialities of the region and, on the basis thereof, prepare long-range and annual plans for the region within the guidelines set by the National Economic Development Authority;

- b. Translate the national economic goals into more specific regional objectives which shall be reflected in the plans and programs of action prepared for the region;
- c. Develop a research program involving continuing studies on the social, economic and cultural development of the region;
- d. Consider and adopt an annual regional economic report for transmittal to the National Economic Development Authority;
- e. Extend planning and other related forms of technical assistance to the local governments, local planning boards, and sectoral developments of the national government existing in the region, and private entities;
- f. Coordinate all planning activities of sectoral departments of the national government existing in the region in relation to those of the local governments and local planning boards;
- g. Make the necessary changes, amendments and revisions in the regional plans to improve and update them; and
- h. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE COUNCIL PROPER

Sec. 6. The Council proper shall be composed of the governors of the provinces and mayors of chartered cities comprising the region; the regional directors of the Bureau of Agricultural Extension and Bureau of Plant Industry of the Department of Agriculture and Natural Resources; the regional directors of the Bureau of Public Highways and Bureau of Public Works of the Department of Public Works, Transportation and Communications; the regional directors of the Departments of Labor, Education and Culture, Health, Social Welfare, and Local Government and Community Development; the general managers of the regional or sub-regional development authorities existing in the region, if any; and a representative of the National Economic Development Authority.

The Chairman of the Council shall be elected from among the elective members thereof while the representative of the National Economic Development Council shall serve as the Vice-Chairman.

The Council proper shall have the following functions, among others:

- a. Meet in regular sessions at least once a year and in as many special sessions as may be called by the Executive Committee to consider regional plans, programs, policies and guidelines formulated and submitted by the Committee;
- b. Consider and adopt an annual regional economic report on the status and progress of development in the region for transmittal to the National Economic Development Authority;
- c. Adopt broad policies and guidelines to carry out the goals and objectives of the Council; and
- d. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE EXECUTIVE COMMITTEE

Sec. 7. The Executive Committee shall be composed of the regional directors of the Bureau of Public Highways, the Bureau of Public Works, the Bureau of Agricultural Extension, the Bureau of Plant Industry, and the Department of Local Government and Community Development; two representatives of the elective members of the Council; the general managers of the regional or sub-regional development authorities existing in the region, if any; and the representative of the National Economic Development Authority who shall be the Chairman of the Committee.

The Committee shall have the following functions, among others:

- a. Review and recommend for adoption by the Council regional plans, programs, policies and guidelines;
- b. Review annual regional economic reports prepared by the technical staff for the consideration of the Council;
- c. Provide guidelines for the operations and activities of the Technical Staff;
- d. Act and decide on matters referred by the Technical Staff for its consideration; and
- e. Perform such other functions as may be provided by law.

#### FUNCTIONS OF THE TECHNICAL STAFF

Sec. 8. The Technical Staff shall be responsible for serving as the research and implementing arm of the Council, and providing day-to-day technical assistance to the Executive Committee.

The Chairman of the Executive Committee shall be the executive officer of the Technical Staff\*

The Technical Staff shall have a Plan Formulation Division and a Program Coordination Division with corresponding duties and responsibilities, as follows:

##### Functions of the Plan Formulation Division

Sec. 8.1. The Plan Formulation Division shall have the following functions, among others:

- a. Formulate regional plans, programs, policies and guidelines for the consideration of the Council;
- b. Make the necessary changes, amendments and revisions in the regional plans, programs, policies and guidelines, as may be desired by the Council, in order to improve and up-date them;
- c. Assist the Council in the translation of national economic goals and policies into more specific regional objectives which shall be reflected in the regional plans prepared for the region;
- d. Conduct a comprehensive and detailed survey of the resources and potentialities of the region;
- e. Conduct research on the social, economic and cultural development of the region;
- f. Prepare and up-date local economic maps and atlases; and
- g. Perform such other functions as may be provided by law.

##### Functions of the Program Coordination Division

Sec. 8.2. The Program Coordination Division shall have the following functions, among others:

- a. Prepare and submit annual regional economic reports for transmittal to the National Economic Development Authority through the Council;

- b. Coordinate for the Council all planning and programming activities of local governments, local planning boards, and sectoral departments of the national government existing in the region;
- c. Extend planning and other related forms of technical assistance to the local governments, local planning boards, and sectoral departments of the national government existing in the region, and private entities;
- d. Provide day-to-day technical assistance to the Executive Committee; and
- e. Perform such other functions as may be provided by law.

#### TRANSITORY MEASURES

Sec. 9. You are directed to activate as soon as feasible and depending on the availability of funds the regional development council in each region as provided for in Article II, Chapter I, Part VII and Paragraph 2, Article XIV, Chapter I, Part X of the Plan.

Sec. 10. In the meantime that funds are not available, you are hereby further directed to consider the possibility of activating such councils, particularly their technical staffs, initially through detail of personnel pursuant to Paragraph 8, Article II, Chapter I, Part VII of the Plan.

#### REALLOCATION OF APPROPRIATIONS

Sec. 11. You are likewise directed to cause the preparation, in collaboration with the Budget Commission, of the details of the Reallocation of Appropriations necessary to put into effect the implementation as prescribed by this Letter of Implementation in accordance with Paragraph 4, Article I, Chapter I, Part XXIII of the Plan.

#### TIMING OF ADMINISTRATIVE ACTIONS

Sec. 12. You are hereby directed to effect the orderly scheduling of transfers, changes and other transitional actions required by the Plan and this Letter of Implementation: Provided, That all such actions shall be completed within the period prescribed in Paragraph 14, Article I, Chapter I, Part XXIII of the Plan reckoned from the date of issuance of Presidential Decree No. 1. In the interim, each entity affected shall continue to perform its functions until such time as you shall order change or cessation and each officer and employee shall continue to perform his duties and to exercise his authority until such time as you order otherwise but not beyond the termination of the transition period prescribed above.

You are hereby finally directed to note and call the attention of the President to such provisions of Part VII of the Plan or portions thereof which are inoperable under present conditions in view of the Proclamation Order No\* 1081 dated September 21, 1972 and which should be suspended until such time as their activation shall be possible.

Done in the City of Manila, this 31st day of December, in the year of Our Lord, nineteen hundred and seventy-two.

(Sgd.) FERDINAND E. MARCOS  
President  
Republic of the Philippines

*Source: Legislative Library, House of Representatives*

Office of the President of the Philippines. (1972). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACANANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 23**

IMPLEMENTING PRESIDENTIAL DECREE NO. 175 DATED APRIL 14, 1973 GOVERNING THE ORGANIZATION, ADMINISTRATION AND SUPERVISION OF SAMAHANG NAYON (BARRIO ASSOCIATIONS) AND KILUSANG BAYAN (COOPERATIVES)

Pursuant to the provisions of Section 11 of Presidential Decree No. 175, dated April 14, 1973, the following regulations governing the organization, administration and supervision of samahang nayon (barrio associations) and kilusang bayan (cooperatives) are hereby promulgated for the information and guidance of all concerned.

Regulation 1. Title – These regulations shall be known as the regulations implementing the provisions of Presidential Decree No. 175, dated April 14, 1973, entitled “Strengthening the Cooperative Movement.”

**REGULATIONS ON SAMAHANG NAYON AND OTHER  
PRE-COOPERATIVE ORGANIZATIONS**

Regulation 2. Samahang Nayon (Barrio Association) – Samahang nayon is a body corporate composed primarily of small farmers residing and/or farming within the geographical limits of a barrio for the purpose of improving the quality of life of the barrio people.

The term farming refers to the culture and production of grains, livestock and dairy, poultry and eggs, vegetables including mushrooms, fruits, fiber, forest and forest products, pasture land, sugar, palm and oil trees, as well as the activities of fishing and other marine products, horticulture and apian culture.

A small farmer is one who is the actual tiller whether full-owner, amortizing owner or lessee of not more than seven (7) hectares of rice or corn land or their equivalent in other crops as determined by the Department of Local Government and Community Development, hereinafter referred to as the Department.

Regulation 3. Who May Organize – Twenty-five or more persons primarily small farmers, Filipino citizens, residing and/or farming in the proposed area of operation, may organize themselves into a samahang nayon. For purposes of registration, at least fifteen incorporators must sign the articles of incorporation.

Regulation 4. Articles of Incorporation – The articles of incorporation duly signed, shall be acknowledged by the incorporators before a Notary Public or other officers authorized to take acknowledgments.

No articles of incorporation shall be registered unless the same conforms substantially with the model articles of incorporation prescribed by the Bureau of Cooperatives Development, hereinafter referred to as the Bureau.

Regulation 5. By-Laws – All samahang nayon shall adopt for their management a code of by-laws.

No by-laws shall be registered unless the same conforms substantially with the model by-laws prescribed by the Bureau.

Regulation 6. Effects of Registration – Upon registration and the issuance of the corresponding certificate, the samahang nayon shall be a body corporate with the following powers:

- a. To own and dispose of property;

- b. To enter into contracts;
- c. To sue and to be sued; and
- d. To do and perform such other acts as may be necessary in the pursuit of its objectives.

Regulation 7. Membership – Persons of fifteen years of age or over, or who are heads of a household residing and/or farming within the geographical boundaries of the barrio may apply for membership. Before one is accepted as a member, he shall be required to:

- a. Complete a prescribed pre-membership training course;
- b. Pledge to adopt improved farming practices;
- c. Pledge to comply with a savings program;
- d. Pay the required membership fees; and
- e. Agree to comply with the stipulations of the samahang nayon membership agreement. All agreements shall conform substantially with the model membership agreement prescribed by the Bureau.

No person shall be a member of more than one samahang nayon.

Regulation 8. Grounds for Suspension/Expulsion of Members – The following are the grounds for suspension/expulsion from a samahang nayon:

- a. Failure to pay membership fees, dues for contributions;
- b. Failure to comply with any of the duties of membership;
- c. Failure to comply with the terms and conditions of the membership agreement;
- d. Act or omission injurious or prejudicial to the samahang nayon; and
- e. Such other grounds as may be provided for by the Department.

Regulation 9. Barrio Guarantee Fund and Barrio Savings Fund – All samahang nayon shall adopt and implement the barrio guarantee fund and barrio savings fund programs as prescribed by the Department through the Bureau.

A Barrio Guarantee Fund for the samahang Kayon is hereby constituted for the following purposes:

- a. To guarantee the payment of land amortizations of members within the purview of Presidential Decree No. 27;
- b. To capitalize full-fledged cooperatives;
- c. To purchase shares of stocks of and/or to capitalize rural banks and development banks; and
- d. To be used for other purposes as may be authorized by the Department through the Bureau.

Members of the samahang nayon shall contribute to this Fund a minimum of one cavan of palay per hectare harvest or its equivalent.

To implement the barrio savings fund program, the Agricultural Credit Administration, the rural banks, the Philippine National Bank and other authorized financial institutions are hereby directed to automatically deduct from every production loan of members of samahang nayon an amount equivalent to five percent (5%) of such loans. Such amount shall be deducted at the time the loan is released and shall be held in a special time deposit account in the name of the samahang nayon for the account of the member. Members who do not obtain production loans shall, contribute a minimum amount of five pesos (P5.00) per month.

The mechanics for the administration, utilization and disposition of funds under the barrio guarantee fund and the barrio savings fund programs shall be as prescribed by the Department through the Bureau.

Regulation 10. Grounds for Suspension/Cancellation of Certificate of Registration – The operation of a samahang nayon may be suspended or its registration cancelled by the Secretary of the Department, after hearing, in the following cases:

- a. Where such samahang nayon fails to function within a period of six months from the date of registration;
- b. Where such samahang nayon fails to exercise any of its powers or discharge any of its duties and responsibilities under the membership agreement;
- c. Where the percentage of amortizing owners in default in such samahang nayon exceeds 20%; and
- d. Where such samahang nayon violates any rules or regulations promulgated by the Department through the Bureau.

The decision of the Secretary of the Department shall be final and conclusive.

Regulation 11. Grounds for Dissolution – A samahang nayon may be dissolved either voluntarily or involuntarily.

Voluntarily dissolution may be effected by a resolution adopted by at least two-thirds (2/3) vote of all the members at an annual or special membership assembly called for the purpose.

Said resolution signed by two-thirds (2/3) of all the members voting for the dissolution shall be submitted to the Provincial Development Officer of the Department. It must be accompanied by a sworn statement of the board of directors certifying, among others, that:

- a. The resolution is genuine and authentic; and
- b. The proposed dissolution will not prejudice the interest of third persons.

Involuntary dissolution shall be effected upon order of the Secretary of the Department for any of the following causes:

- c. Repeated failure to meet its obligations; and
- d. For any of the causes enumerated under Regulation 10 of these regulations.

Regulation 12. Other Pre-Cooperative Organizations– Existing cooperative organizations and organizations to be formed which do not meet the minimum requirements for kilusaag bayan (cooperative) may be registered as pre-cooperative organizations.

Pre-cooperative organizations are classified into:



- a. Producer's associations;
- b. Credit unions; Co Buying clubs;
- c. Consumers' associations; and
- d. Service associations.

Regulation 13. Effect of Registration of Pre-Cooperative Organizations – The registration referred to in the next preceding Regulation shall have the effect of conferring provisional cooperative status to the organization and it shall thereafter be entitled to the benefits granted and the obligations imposed by Presidential Decree No. 175 and these regulations.

All organizations registered as provisional cooperatives under Regulation 12 are given two (2) years within which to qualify for registration as kilusang bayan. Failure to so qualify shall be a ground for the cancellation of their registration.

Regulation 14. Merger/Amalgamation – Provisional cooperatives are authorized to merge or amalgamate in order to qualify for registration or re-registration as kilusang bayan, in which case, the procedures set in Regulations 25 and 26 shall be followed.

#### REGULATIONS ON KILUSANG BAYAN (COOPERATIVES)

Regulation 15. Organizations Considered as Kilusang Bayan – Kilusang Bayan shall mean only organizations which have complied with the requirements of Presidential Decree No. 175, these rules and regulations, as well as the requirements of the Department through the Bureau.

For purposes of Section 9 of Presidential Decree No. 175, the term kilusang bayan shall be considered as the equivalent of the term “cooperative” in the vernacular.

Regulation 16. Purposes – A kilusang bayan may be registered for the mutual benefit of the members thereof, who have for their common objective any lawful purpose or purposes, more particularly the following:

- a. To encourage scientific production and marketing among the members;
- b. To provide goods, services and other requirements to the members;
- c. To encourage thrift among the members;
- d. To create funds and extend credit to the members for productive and provident purposes;
- e. To build houses or to acquire lands for the members;
- f. To insure against losses of the members;
- g. To promote and advance the economic, social and educational condition of the members;
- h. To undertake such other activities calculated to help the members solve their problems on a cooperative basis;
- i. To coordinate and facilitate the activities of kilusang bayan; and

j. To establish, own or operate rural banks, cooperative banks, development banks, cooperative insurance and cooperative wholesale and retail complexes.

Regulation 17. Kilusang Bayan are not in Restraint of Trade – Any registered kilusang bayan shall be deemed not to be a conspiracy nor a combination in restraint of trade nor an illegal monopoly, nor an attempt to lessen competition or to fix prices arbitrarily or to create a combination or pool in violation of any law of the Philippines; and the marketing contracts and agreements entered into by kilusang bayan and their members shall be considered not to be illegal nor in restraint of trade nor contrary to the provisions of any law or statute enacted against pooling or combinations.

Regulation 18. Who May Organize – Any group of small producers and of consumers, Filipino citizens, of legal age, residing/working in the proposed area of operation, may organize a kilusang bayan subject to the rules and regulations promulgated by the Department through the Bureau.

A group of samahang nayon or other pre-cooperative organizations may organize a kilusang bayan.

Regulation 19. Articles of Incorporations – Articles of incorporation of a proposed kilusang bayan shall be signed by at least fifteen (15) incorporators if the membership is composed of natural persons, or by at least ten (10) incorporators represented by their presidents if the membership is composed of samahang nayon or other pre-cooperative organizations, and acknowledged by them before a notary public or other officers authorized to take acknowledgments.

No articles of incorporation shall be registered unless the same conforms substantially with the model prescribed by the Bureau.

Regulation 20. Treasurer's Sworn Statement – The Bureau shall not register a kilusang Bayan unless the articles of incorporation is accompanied by a sworn statement of the treasurer elected/appointed by the incorporators showing:

a. In the case of a kilusang bayan with capital stock, that at least twenty per centum (20%) of the number of authorized shares of capital stock has been subscribed and that at least twenty per centum (20%) of the subscription has been paid to him in cash; or

b. In the case of a kilusang bayan without capital stock, the number of members and the amount of their capital contribution paid to him in cash. The payment and/or transfer under clauses (a) and (b) of this Regulation is for the benefit and to the credit of the kilusang bayan. The Director of the Bureau shall satisfy himself that the capital contribution of members under this Regulation is sufficient for the initial operation of the kilusang bayan.

Regulation 21. Code of By-Laws – Each kilusang bayan to be registered; shall adopt a code of by-laws. The by-laws shall be filed with the Director of the Bureau at the time of the filing of the articles of incorporation.

No code of by-laws shall be registered unless the same conforms substantially with the model prescribed by the Bureau.

Regulation 22. Limited and Unlimited Liabilities – A kilusang bayan which has for its purpose/s one or more of those specified under Regulation 16, may be registered with limited or unlimited liability; provided, that the liability of a kilusang bayan which has a kilusang bayan as a member shall be limited.

In the case of a kilusang bayan with limited liability, a member shall be liable for the debts of the kilusang bayan to the extent of the unpaid amount of his subscription to the capital stock or to the membership capital.

In the case of a kilusang bayan with unlimited liability a member shall, upon the liquidation of the kilusang bayan, be jointly and severally liable for the debts of the kilusang bayan.

Regulation 23. Evidence of Registration – A certificate of registration signed by the Director of the Bureau shall be conclusive evidence of registration unless it is proven that the same has been cancelled.

Regulation 24. Effect of Registration – Upon registration, the kilusang bayan shall be a body corporate.

Regulation 25. Merger – Two or more kilusang bayan may join together as a single kilusang bayan upon a resolution of each kilusang bayan as approved by a vote of two-thirds (2/3) of all the members entitled to vote in a membership meeting held for the purpose. The resolution shall state the reasons for such consolidation and shall be certified to by the secretary and attested by the board of each kilusang bayan.

The kilusang bayan which have decided to consolidate shall make a physical inventory and valuation of their total assets and a statement of their total liabilities. The sum total of the assets and liabilities shall constitute the assets and liabilities of the new kilusang bayan. The certificate of registration of the consolidating kilusang bayan shall be cancelled and a certificate of registration shall be issued to the new kilusang bayan.

Evidence of membership contributions shall be surrendered to the new kilusang bayan and new forms for membership contributions shall be issued in lieu thereof.

Regulation 26. Transfer of Assets and Liabilities of Kilusang Bayan – A kilusang bayan transferring its assets and liabilities to another kilusang bayan shall make a physical inventory and valuation of its assets and its liabilities to be duly certified to by the treasurer/manager and attested by the board of directors. Said transfer shall be duly acknowledged in writing by the manager of the transferee kilusang bayan and concurred in by its board of directors.

The resolution stating the reasons for and the decision for the transfer and the resolution of acceptance both approved by a vote of two-thirds (2/3) of all the members entitled to vote at the general assembly of the kilusang bayan transferring and the kilusang bayan accepting the transfer held separately for the purpose, shall be transmitted to the Regional Director of the Department who shall process the same and transmit the papers together with his recommendation to the Director of the Bureau. If the Director of the Bureau approves the transfer, he shall cancel the registration of the transferring kilusang bayan and order the transferee kilusang bayan to prepare a financial statement together with its schedule.

Regulation 27. Division of Kilusang Bayan – Division of a kilusang bayan into two or more kilusang bayan is to be effected when the exigencies of the business warrant and demand, provided that the viability of the groups is assured. All such divisions shall be approved by a vote of two-thirds (2/3) of all the members entitled to vote at a general assembly called specifically for such purpose. The board shall place for approval the plan for the division of membership business, assets, and the liabilities of, and claims against the kilusang bayan. The approved resolution duly certified to by the secretary and attested by the board of directors of the kilusang bayan shall be submitted to the Regional Director of the Department who shall within ten (10) days from receipt thereof, transmit the papers to the Director of the Bureau, together with his comments and recommendation. If the Director of the Bureau is satisfied of the need for the division, and the proposed kilusang bayan have fair chances to succeed, then he shall approve the division.

Upon approval of the division, each division shall submit a new set of articles of incorporation and by-laws and other papers that are required for registration to the Regional Director of the Department who shall process the same and transmit the papers together with his recommendation to the Director of the Bureau.

The new kilusang bayan shall become bodies corporate upon the issuance of their respective certificates of registration by the Director of the Bureau. The Director of the Bureau shall thereafter cancel the registration of the old kilusang bayan.

Regulation 28. Claims of Creditors – The Director of the Bureau shall not approve any division unless there is a resolution binding the new kilusang bayan to be jointly and severally liable for valid claims of creditors. In case of mergers, the new kilusang bayan shall bind itself to be liable for valid claims of creditors.

### Membership

Regulation 29. Membership in Kilusang Bayan – The following may qualify for membership in a kilusang bayan:

- a. Any natural person who is:
  - 1. A citizen of the Philippines;
  - 2. Of legal age and with capacity to contract or head of a family; and
  - 3. A small producer or a consumer in the area of operation of the kilusang bayan.
- b. Any member of a samahang nayon.
- c. A registered samahang nayon, or other pre-cooperative organization.
- d. Any registered kilusang bayan.

Regulation 30. Membership of Minors – Persons of a least 13 years of age who have visible means of income through their own independent work and effort and who can in addition comply with the qualifications for membership may likewise qualify for membership in a kilusang bayan.

Regulation 31. Final Authority in a Kilusang Bayan – Final authority in every kilusang bayan shall be vested in the general assembly of the members.

### Board of Directors and Committees

Regulation 32. Board of Directors and Committees – A kilusang bayan shall be managed by a board of directors of not less than five nor more than fifteen directors elected by the general assembly for a term fixed in the by-laws but not exceeding two years and shall hold office until their successors are elected and have qualified or until removed. The by-laws may provide for such committees as its business end operations may require. Officials of the Department and the Bureau may serve as members of the board of directors of any kilusang bayan upon authorization of the Secretary of the Department.

Regulation 33. Disqualifications – Members under any of the following circumstances are disqualified to be voted upon to the position of director or committee member or to continue as such in any kilusang bayan;

- a. Holding any elective position in the government except barrio council men;
- b. Having conflicting interest with the business of the kilusang bayea;
- c. Having been absent for three (3) consecutive board or committee meetings without being excused;
- d. Having been removed from office by the general assembly; and
- e. Being a full time employee of the kilusang bayan concerned.

Regulation 34. Removal of Officer, director or Committee Members – An elected officer, director or committee member may be removed by a vote of the majority of the members entitled to vote at an annual or special general assembly. The person involved shall have an opportunity to be heard at said assembly.

Regulation 35. Contract for Profit Prohibited – No director, officer, committee member or employee, during the term of his office, shall be directly or indirectly a party to a contract for profit the kilusang bayan.

Regulation 36. Illegal Acts of Cooperative Officials and Employees – The directors, committee members, officers and employees of the kilusang bayan shall, in the discharge of their respective duties, act in accordance with the Decree, regulations by-laws and resolutions of the general assemblies, and for any willful and deliberate violation of the above, those responsible shall be held jointly and severally liable up to the extent of the damage or prejudice suffered by the kilusang bayan.

Regulation 37. Purchase of Shares of Stocks of Rural Banks – Samahang nayon (s) and kilusang bayan (s) shall have the option to purchase government-held preferred shares of rural banks as well as common stocks therein.

For this purpose, samahang nayon are authorized to utilize the sum of money existing under their barrio guarantee fund and barrio savings fund programs. In any case, any government-held preferred shares so purchased shall be converted to voting stocks. Where any of the shares of stocks are owned by samahang nayon or kilusang bayan, they shall be allotted membership in the board of directors of the rural bank in proportion to the equity they hold vis-a-vis the equity of other stockholders. In any case, at least one member of the board of directors of the rural bank shall be a duly authorized representative of the samahang nayon (s) and/or kilusang bayan (s).

Regulation 38. Establishment of Rural Banks – Samahang nayon(s) and/or kilusang bayan (s) are authorized to establish rural banks in any province (s) or locality and may operate branches as needs of members would require. Credit cooperatives may register as rural bank or private development bank. Such rural banks shall conduct business within the area of operation of the samahang nayon (s) and/or kilusang bayan (s). Such rural banks may receive deposits from the general public: provided, that deposits from the general public shall in no case exceed the deposits of members of such rural banks. Such rural banks shall extend loans only to their members, members of the samahang nayon (s) and kilusang bayan (s).

Regulation 39. Salary Deduction Agreement – (a) A member of a kilusang bayan may, notwithstanding the provisions of existing laws, execute an agreement in favor of the kilusang bayan authorizing his employee to deduct from the salary or wages payable to him by the employer such amount as may be specified in the agreement and to pay the amount so deducted to the kilusang bayan in satisfaction of any debt or other demand owing from the member too the kilusang bayan.

(b) Upon the execution of such agreement the employer shall, if so required by the kilusang bayan by a request in writing and so long as such debt or other demand or any part of it remains unpaid, make the deduction in accordance with the agreement and remit forthwith the amount so deducted to the kilusang bayan.

(c) The term “employer” as used in this section includes the Government of the Philippines or of any local authority and any other person, natural or juridical, who has under his employ a member of a kilusang bayan.

Regulation 40. Exemption from Bidding Requirements – Kilusang bayan transacting business with the Government of the Philippines or any of its political subdivisions or any of its agencies or instrumentalities, including government-owned or-controlled corporations shall be exempt from bidding requirements upon approval of the contract by the Bureau.

#### Capital and Funds

Regulation 41. Sources of Capital – Kilusang bayan may derive funds from:

a. Members’ capital contribution, which may either be in the form of shares of stock (if stock cooperative) or members’ contribution (if non-stock cooperative).

The capital stock of kilusang bayan may consist of common stock as well as preferred stock, if the latter is provided for in the by-laws.

Preferred stocks shall not be entitled to vote. They shall, however, have preference as to assets in case of liquidation or dissolution of the cooperative. They shall receive interest rates higher than common stocks. Such stocks may be issued to members as well as non-members.

Common stock shall be issued only to members and shall receive an interest rate which shall not exceed the rate established by the Department.

- b. Loan capital, including deposits of any kind;
- c. Retains authorized on a percentage or per unit basis;
- d. Revolving capital, by deferment of the payment of patronage refunds; and
- e. Fees, dues, levies, subsidies, grants, donations, fines and such other sources as may be agreed upon by the members or may be authorized by the Department.

Regulation 42. Loans, Grants and Donations – The Philippine Government or any of its political subdivisions is empowered to give loans to kilusang bayan and grants or donations in any form to duly registered samahang nayon and/or kilusang bayan. Samahang nayon and kilusang bayan may receive grants or donations in any form from any source, local or foreign.

Grants, donations, gifts, bequests under this section shall be exempt from any and all forms of donor and donees' taxes including gift taxes. Such grants, donations, gifts, bequests shall be allowable deductions under the provisions of the National Internal Revenue Code for income tax purposes.

Regulation 43. Computation of Net Income – The net income of every kilusang bayan shall be the amount remaining after deducting from the gross income the cost of operations and other expenses provided for in the approved budget.

Regulation 44. Distribution of Net Income – Unless a different percentage is prescribed by the Bureau, the net income of every kilusang bayan shall be allocated in the following manner:

- a. At least ten percent (10%) for General Reserve Fund;
- b. Ten percent (10%) for cooperative education and training which amount shall form part of the operating expense of the kilusang bayan. One half of this amount shall be utilized by the kilusang bayan for the education and training of its officers and members. The other half shall be remitted to the Cooperative Education and Training Fund which shall be administered by the Advisory Board created under Presidential Decree No. 175;
- c. The remainder shall be allocated for interest on capital and/or patronage refunds, as determined by the board of directors.

Existing Reserve Funds of cooperatives established under previous cooperative laws shall form part of the General Reserve Fund provided herein.

Regulation 45. Cooperative Education and Training Fund – There is hereby created a Cooperative Education and Training Fund.

The funds assets and properties of whatever name or nature of the defunct Central Cooperative Educational Board are hereby constituted to form part of the abovementioned fund.

Proceeds from sale of printed materials provided by the Bureau to the samahang nayan, registration fees and audit fees shall likewise form part of this Fund.

This Fund shall be transferred to an appropriate pambansang katipunan ng mga kilusang bnyan (national cooperative union) as soon as one is organized and registered. In the interim, such Fund shall be administered by the Advisory Board created under Presidential Decree 175.

#### Liquidation

Regulation 46. Liquidation – Liquidation shall be effected upon dissolution of a kilusang bayan either voluntarily or involuntarily.

In a voluntary dissolution, the resolution dissolving the kilusang bayan adopted and signed by two-thirds (2/3) of all the members entitled to vote at a general or special assembly called for the purpose shall be submitted to the Director of the Bureau through the Regional Director of the Department for approval. It shall be accompanied by a sworn statement of the board of directors certifying among others:

- a. That the resolution is genuine and authentic;
- b. That the dissolution shall not prejudice its members or any person whomsoever; and
- c. That the members' investments including equities, if any, have been returned to them.

In an involuntary dissolution, the Director of the Bureau through the Regional Director of the Department may order in writing that the kilusang bayan be dissolved for any of the following causes;

- a. After an audit or inquiry the report thereon shows that the kilusang bayan is inoperable; or
- b. If the kilusang bayan has not commenced its business within one year without just cause from the date of registration; or
- c. If the kilusang-bayan has ceased working for one year; or
- d. If the kilusang bayan has failed to provide financial and other reports to its members; or to send to the Department the annual reports required by the Department through the Bureau or
- e. If the kilusang bayan has been doing business liable to cause injury to the public; or
- f. If the kilusang bayan has persistently violated Presidential Decree No. 175, orders of the Department and the Bureau, these regulations, or its by-laws; or
- g. If the kilusang bayan is no longer found in the area of operation; or
- h. If there is fraud or misrepresentation during the registration of the kilusang bayan; or
- i. If there is grave abuse of its charter or privileges authorized under the Decree.

In all cases wherein it appears that the appointment of a liquidator is unnecessary, the Director of the Bureau shall after hearing, issue an order cancelling the certificate of registration of a kilusang bayan. Upon cancellation, the kilusang bayan shall cease to be a body corporate.

#### Types OF Kilusang Bayan

Regulation 47. Types of Kilusang Bayan – Kilusang bayan may fall under any of the following categories:

- a. Producers;
- b. Marketing;
- c. Credit;
- d. Consumers; and
- e. Service.

Kilusang bayan for producers are those which are organized primarily for the production of a particular product or commodity.

Kilusang bayan for marketing are those which are engaged primarily in the marketing of products of members as well as the supply of production input.

Kilusang bayan for credit are those which are engaged in receiving deposits and granting loans. Kilusang bayan for credit singly or in association with one another may register as rural banks, cooperative banks, development banks and other forms of banks. Such banks may qualify for the Management Training and Assistance Program as well as the Cooperative Development Loan Fund.

Kilusang bayan for consumers are those which are engaged in procuring and distributing foods to members and non-members for their mutual benefit.

Kilusang bayan for service are those which are engaged primarily in rendering service to meet the special needs of members of a community and includes, among others, housing, labor and insurance cooperatives.

#### Katipunan (Federations) ng Kilusang Bayan

Regulation 48. Who May Organize Katipunan (Federation) Ng Kilusang Bayan – Two or more kilusang bayan may form a katipunan.

Regulation 49. Membership – Membership shall be open only to kilusang bayan. Registered kilusang bayan may unite to form katipunan on the provincial, regional and/or national levels.

Regulation 50. Distribution of Net Income – The provisions of Regulations 43 and 44 concerning computation and distribution of net income shall apply to katipunan, except that the general reserve fund to be set aside shall at least be twenty (20%) percent of the net income.

#### Kalipunan (Union) ng Kilusang Bayan

Regulation 51. Who May Organize Kalipunan ng Kilusang Bayan – Two or more kilusang bayan may form a kalipunan.



Regulation 52. Pambansang Kalipunan ng mga Kilusang Bayan – There shall be registered only one pambansang kalipunan ng mga kilusang bayan at the national level, to which all types of kilusang bayan, provincial, regional and national katipunan and kalipunan may affiliate. Such a kalipunan may:

- a. represent all the kilusang bayan in the Philippines at home and abroad;
- b. acquire, analyze and disseminate economic, statistical and other information regarding kilusang bayan;
- c. conduct studies in the economic, legal, financial, social and other phases of cooperation and publish the results thereof;
- d. Promote the knowledge of cooperative principles and practices;
- e. develop the cooperative movement in the Philippine within the framework of the national economic plan of the government;
- f. Make available audit services to its members;
- g. plan and implement a program of cooperative education and
- h. advise the appropriate authorities on all questions relating to kilusang bayan.

REGULATION 53. Applicability of Provisions for Katipunan ng Kilusang Bayan to Kalipunan – The provisions of the regulations on Katipunan ng kilusang bayan shall as far as practicable apply to kalipunan«

#### COOPERATIVE DEVELOPMENT LOAN FUND

Regulation 54. Cooperative Development Loan Fund – The Cooperative Development Loan Fund created under Section 6 of Presidential Decree No. 175 is hereby vested with corporate personality, with powers to enter into contracts, to own and dispose of property, to sue or be sued, and such other powers necessary to carry out the objectives of the Fund.

The Management Committee charged with the administration of the Fund shall represent the said Fund and shall have, in particular, the following powers, duties and responsibilities:

- a. It shall have the power to contract, to receive grants, donations and other funds from the sources identified in Section 6, Item (a) of Presidential Decree No. 175 as well as to obtain loans from local and foreign agencies;
- b. It shall administer the funds of the Cooperative Development Loan Fund and disburse the same for the purposes and within the limitations set forth in Section 6, Item (b) of Presidential Decree No. 175;
- c. It shall adopt and promulgate realistic standards for the development loan fund to be used either as loan fund, cooperative guarantees for loans, or advances to kilusang bayan for the purchase of equity of rural banks;
- d. It shall invest idle funds of the fund as it deems best;
- e. It shall have power to do any and all acts necessary for the discharge of any of the above powers, duties and responsibilities; and
- f. As soon as it is constituted, the Management Committee shall meet to promulgate rules of procedure to govern its workings as a body.

Regulation 55. Transfer of Fund – The Rural Cooperative Fund appropriated under Republic Act Numbered 6551 in the amount of Fifty Million Pesos (P50M) is hereby transferred to the Cooperative Development Loan Fund.

Regulation 56. Term of Office of Members – Members of the Management Committee coming from the cooperative sector shall hold office for a term of two years; Provided, however, that of the first two appointees, one shall hold office for a term of one year only, to be determined by drawing of lots. Thereafter, all shall hold office for two years. Nothing in this Regulation shall preclude re-appointment to the Committee,

#### MANAGEMENT AND TRAINING ASSISTANCE PROGRAM

Regulation 57 – Powers, Duties and Responsibilities of the Advisory Board – The Advisory Board in administering the management and training assistance program shall have the following powers, duties and responsibilities:

- a. To enter into contract with any educational institution or organization for training programs;
- b. To disburse funds for the cost of professional managers, training programs and training materials;
- c. To identify and select kilusang bayan to be placed under the program, as well as the educational institutions or organizations which will participate in the program; do
- d. To build up a corps of well-trained and highly competent professional managers of kilusang bayan;
- e. To assist the cooperative movement in developing a movement-wide career system;
- f. To administer the Cooperative Education and Training Fund as provided for in Regulations, 44 and 45; and
- g. To perform any and all other acts as may be necessary to carry out the duties, responsibilities and objectives of the management training and assistance program.

As soon as constituted, the Advisory Board shall meet to promulgate rules of procedure to govern its workings as a body.

Regulation 58. Personnel Policies – The Advisory Board may adopt and implement policies for its corps of managers which may include, among others, security of tenure, financial incentives, leave, retirement, and other benefits.

Regulation 59. Exemption from Regulation, of Kilusang Bayan Under the Management and Training Assistance Program – Kilusang bayan placed under the Management and Training Assistance Program may be exempted from these regulations by the Secretary of the Department, upon recommendation of the Advisory Board.

Regulation 60. Term of Office of Members – Members of the Advisory Board coming from the cooperative sector shall hold office for a term of two years; provided, however, that of the first two appointees, one shall hold office for a term of one year only, to be determined by drawing of lots. Thereafter, all shall hold office for two years.

Nothing in this Regulation shall preclude reappointment to the Board.

Regulation 61. Exemption from Bidding Requirements – Contracts entered into by the Advisory Board within the purview of Regulation 57 shall be exempt from bidding requirements.

#### MISCELLANEOUS PROVISIONS

Regulation 62. Bar of Suit During Liquidation – No court shall take cognizance of any civil matter connected with the liquidation or dissolution of a samahang nayon/kilusang bayan under these regulations, When a liquidation order has been made no suit or other local proceedings shall lie or be proceeded with against the samahang nayon or kilusang bayan except by leave of the Director of the Bureau and subject to such terms as he may impose.

Regulation 63. Acts of Kilusang Bayan not to be Invalidated by Certain Defects – No act of a kilusang bayan or board or committee or of any officer or liquidator done in good faith in the course of the business, of the kilusang bayan shall be deemed to be valid by reason only of some defect subsequently discovered in the registration of the kilusang bayan or in the formation of general assembly or in the constitution of the board or committee or in the appointment or election of directors, committee members, liquidator or officer or on the ground that such person was disqualified for his appointment.

No act done in good faith by any person appointed under these Regulations shall be invalid by reason only of the fact that his appointment has been cancelled by or as a consequence of any order subsequently passed under these Regulations.

The Secretary of the Department shall decide whether any act was done in good faith.

Regulation 64. Collection of Past Due Loans – Samahang nayon are hereby authorized to collect past due loans to farmers granted by the Agricultural Credit and Cooperative Financing Administration and the Agricultural Credit Administration. They shall be entitled to a commission of ten (10%) percent of the amount collected for loans that are past due as of September 21, 1972 and five (5%) percent for every additional year of delinquency prior to September 21, 1972; provided, that in no case shall such total commission exceed fifty (50%) percent of the amount collected.

All collections shall be turned over to the nearest branch office of the Agricultural Credit Administration, together with the list of cooperatives and their respective members and the amount paid by each.

The commission shall be transmitted immediately to the depository bank of the samahang nayon for the account of the samahang nayon which shall accrue to the Barrio Guarantee Fund.

Regulation 65. Rights Acquired – Members of existing cooperatives as of the promulgation of Presidential Decree No. 175 who are disqualified on the ground of nationality may continue their membership therein until terminated by resignation, death or removal for cause.

Done in the City, of Manila, this 9th day of July, in the year of our Lord, nineteen hundred and seventy-three.

(Sgd.) FERDINAND E. MARCOS  
President  
Republic of the Philippines

**Source: Legislative Library, House of Representatives**

Office of the President of the Philippines. (1973). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 24**

AMENDING REGULATION 40 OF LETTER OF IMPLEMENTATION NO 23.

WHEREAS, the National Publishing Cooperative, Inc. has been organized to serve as the education and information arm of the Cooperative Development Program;

WHEREAS, the National Publishing Cooperative, Inc. is anticipated to publish educational and training materials in agriculture, land reform, cooperatives and family planning;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, in order to further assist the cooperative movement, do hereby order the amendment of Regulation No. 40 of Letter of Implementation No. 23, dated July 9, 1973 by adding the following paragraph to said Regulation:

“The Department of Local Government and Community Development, the Department of Agrarian Reform, the Department of Agriculture and Natural Resources and the Commission on Population, when entering into contract with the National Publishing Cooperative, Inc., are hereby exempted from the requirements of Sec. 1644, Revised Administrative Code and Department Order No. 14, s. 1972, of the Department of General Services.”

Done in the City of Manila, this 26th day of December, in the year of our Lord, nineteen hundred and seventy-three.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1973). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 25**

PROVIDING FOR THE RELEASE OF FUND FOR THE SOUTHERN PHILIPPINES DEVELOPMENT ADMINISTRATION AND THE ASSIGNMENT OF ADDITIONAL FUNCTIONS TO IT

Pursuant to the provisions of Presidential Decree No. 690, and in order that the Southern Philippines Development Administration (SPDA) can effectively undertake its functions and responsibilities without disrupting the continuity of the on-going projects envisioned under Presidential Decree No. 290 as well as other existing laws, rules and regulations:

1. P100 million – representing the subscription of the Republic of the Philippines to the capital funds of SPDA for FY 1976;
2. P5 million – representing the operating expenses of SPDA for FY 1976; and
3. P5 million – representing the amount to be paid for the separation gratuities, accumulated vacation and sick leaves and/or retirement of employee or officers of the abolished agencies, namely: Commission on National Integration, Mindanao Development Authority, Presidential Task Force for the Reconstruction and Development of Mindanao, and Special Program of Assistance for the Rehabilitation of Evacuees, who may not be selected nor appointed by the SPDA or who refuse such appointment; Provided, however, That claims of said officers or employees shall be paid only after they have submitted the requirements clearances for the purpose.

In addition to the transfer of the appropriations assets and liabilities of the Commission on National Integration as provided under Presidential Decree No. 290 to SPDA, the latter is hereby instructed to likewise assume all the functions, powers and duties of the Commission on National Integration provided under Republic Act No: 1888 as amended and other existing laws in so far as these refer to the Muslim cultural communities.

For immediate compliance.

Done in the City of Manila on this 11th day of September, in the year of Our Lord, nineteen hundred and seventy-five.

(SGD.) FERDINAND E. MARCOS  
President  
Republic of the Philippines

By the President:

(SGD.) ROBERTO V. REYES  
Assistant Executive Secretary

*Source: Presidential Management Staff*

Office of the President of the Philippines. (1975). *[Letter of Implementation Nos.: 23 - 70]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 26**

IMPLEMENTING THE ABOLITION OF THE OFFICE OF ECONOMIC COORDINATION (OEC) PURSUANT  
TO THE DEPARTMENT PROVISIONS OF THE INTEGRATED REORGANIZATION PLAN

TO:	
	The Commissioner of the Budget
	Budget Commission
	The Director-General
	National Economic and Development Authority
	The Chairman
	Presidential Commission on Reorganization

Pursuant to Paragraph 14, Article III, Chapter I, Part VI of the Integrated Reorganization Plan, you are hereby directed to implement the abolition of the Office of Economic Coordination (OEC), subject to the following guidelines:

1. The assets and liabilities of the EOC shall be transferred as appropriate to the National Economic and Development Authority (NEDA), or to any appropriate government agency as may be determined, including applicable records, equipment, property, and such qualified personnel as may be necessary. Any conflicts as may arise in affecting such transfers shall be resolved by the Office of the President in consultation with the Budget Commission and the Presidential Commission on Reorganization.
2. Personnel of the OEC who may not be absorbed in agencies indicated above and therefore laid off as a result of its abolition shall be paid their terminal leaves, gratuities or retirement bonafide in lump-sum pursuant to Paragraph 6, Article X, Chapter I, Part XXIII of the Integrated Reorganization Plan. Such amounts as may be necessary for this purpose shall be made available by the Budget Commission.
3. The government corporation (Manila Gas Corporation and the (EPOC) presently under the supervision of the OEC shall, in the meantime, be attached to the NEDA.

It is also hereby directed that Paragraphs I and 7, Article II, Chapter I, Par XI as well as Paragraph 7, Article III, Chapter I, Part VI of the Integrated Reorganization Plan pertaining to the creation of the Corporate Management Board and the Corporate Management Staff shall not be implemented since these are no longer relevant.

It is finally hereby directed that such administrative actions as may be necessary to affect the implementation of this LOI shall be completed within 60 days from the date of its promulgation

Done in the City of Manila, this 26th day of September in the year of Our Lord, nineteen hundred and seventy-five.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1975). *[Letter of Implementation Nos.: 23 - 70]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 27**

Date: October 10, 1975

Title: Release of funds for the organization and  
operation of the NATIONAL HOUSING CORPORATION

Remarks: NOT ON FILE (Reserved by Secretary Tuvera)

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1975). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City:  
Legislative Library, House of Representatives.



MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 28**

TO: The Commissioner of the Budget

Pursuant to Presidential Decree No. 830 dated November 27, 1975, it is hereby directed that the Budget Commission be immediately under the President of the Philippines. The Commissioner of the Budget shall be directly responsible to the President.

Done in the City of Manila, this 27th day of November, in the year of Our Lord, nineteen hundred and seventy-five.

(SGD.) FERDINAND E. MARCOS  
President Republic of the Philippines

By the President:

(SGD.) ALEJANDRO MELCHOR  
Executive Secretary

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1975). *[Letter of Implementation Nos.: 23 - 70]*. Manila: Presidential Management Staff.

MALACANANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 29**

TO: The Commissioner of the Budget

Pursuant to Presidential Decree No. 830, dated November 27, 1975 and in connection with Letter of Implementation No. 28 placing the Budget Commission immediately under the President of the Philippines, the Commissioner of the Budget is hereby delegated authority to take final action on the following budgetary matters heretofore referred by this remission to the Executive Secretary:

1. Approval of lump-sum appropriations under Section 7-1(4), C.A. No. 246, as amended, through, special budgets; provided that: (a) in each instance, the total amount approved does not exceed the amount authorized in the approved program of expenditure and (b) releases of funds are object to other limitations as the President may impose.
2. Use of savings under the Special and General Provisions of the General Appropriations Decree; provided that: (a) the total expenditure ceiling of the individual agency is not exceeded; (b) savings are used only for non-recurring expenditures; and (c) purposes are not for those requiring Presidential approval.
3. Augmentation of fund appropriation items within a department/agency; provided that funds used are obtained from other authorized programs of the same department/agency, subject to guidelines on percentage limits as provided by law or as may be prescribed by the President.
4. Release of funds for optional retirement gratuities under R.A. No. 1616, as amended; provided it is within the approved program of expenditure and subject to existing policies as are or may be prescribed.
5. Approval of requests for exemption from Memorandum Circular No. 593 dated August 8, 1972 of the Office of the President relative to (a) authorizing expenditures in connection with attendance in meetings, seminars, workshops, conventions, or the like; (b) filling of vacant positions; and (c) purchase of necessary and essential furniture and office equipment, subject to guidelines prepared by the Budget Commission and approved by the President.
6. Payment of overtime compensation under Section 7-I (32) of C.A. No. 246, as amended, subject to guidelines prepared by the Budget Commission and approved by the President.

The Commissioner of the Budget shall submit to the President a regular monthly summary report of actions taken under the foregoing delegated authority.

Nothing in the preceding delegation shall be construed as a limitation to the power of the President to review/overrule any action taken by the Commissioner of the Budget.

The following, among others, shall continue to be referred to the President for personal consideration and action:

1. Release of unprogrammed appropriations and budgetary reserves.
2. Release of allotments from the Special Activities Fund (Special Development Activities), Salary Adjustment Fund, Consultants Fund/Contingent Fund, and Calamity Fund as provided for in the General Appropriations Decree.

3. Release of allotments from the Apportionment to Local Government Fund and the Barangay Development Fund.
4. Transfer of fund appropriations from one department/ agency to another department/agency.
5. Purchase of transport and construction equipment, books, drugs and medicines, and other items.
6. Such other matters as the President may personally want to consider.

This Order shall take effect immediately.

Done in the City of Manila, this 5th day of December, in the year of Our Lord, nineteen hundred and seventy-five.

(SGD.) FERDINAND E. MARCOS  
President  
Republic of the Philippines

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1975). *[Letter of Implementation Nos.: 23 - 70]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 30**

TO: The Secretary of Foreign Affairs

Pursuant to Presidential Decree No. 830 dated Nov. 27, 1975, it is hereby directed that the Committee on State Visits be transferred from the Office of the President and attached to the Department of Foreign Affairs.

Done in the City of Manila, this 11th day of December, in the year of Our Lord, nineteen hundred and seventy-five.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1975). *[Letter of Implementation Nos.: 23 - 70]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 31**

TO:	The Secretary of Public Works, Transportation and Communications
	The General Manager, MWSS
	The General Manager, MIC
	The Administrator, NEA
	The Administrator, FSDC
	The General Manager, PNR
	The General Manager, PPA
	The General Manager, NHA
	The General Manager, LWUA
	The General Manager, NPC
	The Chairman, Philippine Aerospace Development Corporation
	The Administrator, MARINA
	The Chairman, Power Development Council
	The Chairman, Pasig River Development Council

Pursuant to Presidential Decree No. 830, dated Nov. 27, 1975 the following actions are directed to be taken:

1. The following corporations are transferred from the Office of the President and attached to the Department of Public Works, Transportation and Communications: Metropolitan Waterworks and Sewerage System, National Electrification Administration, Farm Systems Development Corporation, Manila Transit Corporation, Philippine National Railways, Philippine Ports Authority, National Housing Authority, Local Water Utilities Administration, National Power Corporation, and Philippine Aerospace Development Corporation.
2. The Maritime Industry Authority and the Power Development Council are transferred from the Office of the President and attached to the Department of Public Works, Transportation and Communications.
3. The Pasig River Development Council is transferred from the Office of the President and placed under the administrative supervision of the Department of Public Works, Transportation and Communications.

Done in the City of Manila, this 11th day of December in the year of Our Lord, nineteen hundred and seventy-five.

(Sgd.) FERDINAND E. MARCOS  
President  
Republic of the Philippines

By the President:  
(Sgd.) JACOBO C. CLAVE  
Presidential Executive Assistant

**Source: Legislative Library, House of Representatives**

Office of the President of the Philippines. (1975). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 32**

TO:	The Chairman, Civil Service Commission
	The President, Development Academy of the Philippines

Pursuant to Presidential Decree No. 830, dated November 27, 1975, it is hereby directed that the Development Academy of the Philippines be transferred from the Office of the President and attached to the Civil Service Commission.

Done in the City of Manila, this 11th day of December, in the year of Our Lord, nineteen hundred and seventy-five.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1975). *[Letter of Implementation Nos.: 23 - 70]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 33**

TO: The Secretary of Public Highways

Pursuant to Presidential Decree No. 830 dated November 27, '75, the administration of the Philippine- Australian Development Assistance Program (PADAP) is transferred from the Office of the President to the Department of Public Highways (DPH). In the administration of the program, the DPH shall be assisted by the inter-agency Executive Committee and the interagency technical staff created under Memorandum Order No. 455 dated September 23, 1973.

The transfer of the administration of the program shall include applicable appropriations, records, equipment, property and such personnel as may be necessary.

Done In the City of Manila, this 11th day of December, in the year of Our Lord, nineteen hundred and seventy-five.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1975). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 34**

TO:	The Secretary of Industry
	The Chairman, Export Processing Zone Authority
	The General Manager, National Development Company

Pursuant to Presidential Decree No. 830 dated Nov. 27, '75, it is hereby directed that the Export Processing Zone Authority and the National Development Company be transferred from the Office of the President and attached to the Department of Industry.

Done in the City of Manila, this 11th day of December, in the year of Our Lord, nineteen hundred and seventy-five.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1975). *[Letter of Implementation Nos.: 23 - 70]*. Manila: Presidential Management Staff.



**MALACAÑANG  
MANILA**

**LETTER OF IMPLEMENTATION NO. 35**

TO:	The Secretary of Economic Planning
	The Administrator, Leyte Sab-A Basin Development Authority
	The Administrator, Southern Philippines Development Administration'

Pursuant to Presidential Decree No. 830 dated Nov. 27, '75, it is hereby directed that the Leyte Sab-A Basin Development Authority, the Southern Philippines Development Administration, and the Special Committee on Scholarships be transferred from the Office of the President and attached to the National Economic and Development Authority.

Done in the City of Manila, this 11th day of December, in the year of Our Lord, nineteen hundred and seventy-five.

(Sgd.) FERDINAND E. MARCOS  
President  
Republic of the Philippines

By the President:  
(Sgd.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1975). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 36**

TO:	The Secretary of Agriculture
	The Chairman, Philippine Sugar Commission
	The Chairman, Palayan ng Bayan National Advisory Council
	The Chairman, Green Revolution Expanded Program Action Committee

Pursuant to Presidential Decree No. 830 dated November 27, 1975, the following actions are directed to be affected:

1. The Palayan ng Bayan National Advisory Council and Presidential Committee on Agricultural Credit are transferred from the Office of the President and attached to the Department of Agriculture.
2. The Philippine Sugar Commission (once activated) and the Green Revolution Expanded Program Action Committee are transferred from the Office of the President and placed under the administrative supervision of the Department of Agriculture.

Done in the City of Manila, this 11th day of December, in the year of Our Lord, nineteen hundred seventy-five.

(SGD.) FERDINAND E. MARCOS  
President  
Republic of the Philippines

By the President:

(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1975). *[Letter of Implementation Nos.: 23 - 70]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 37**

TO: The Secretary of Health

The Chairman, Commission on Population

The Chairman, National Nutrition Council

Pursuant to Presidential Decree No. 830 dated November 27, 1975, it is hereby directed that the Commission on Population and the National Nutrition Council be transferred from the Office of the President and attached to the Department of Health.

Done in the City of Manila, this 11th day of December, in the year of Our Lord, nineteen hundred and seventy-five.

(SGD.) FERDINAND E. MARCOS  
President  
Republic of the Philippines

By the President:

(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1975). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 38**

TO:	The Secretary of Finance
	The President, Philippine Amanah Bank
	The President, Philippine Loan Guarantee Corporation

Pursuant to Presidential Decree No. 830 dated November 27, 1975, the Philippine Amanah Bank, the Philippine Loan Guarantee Corporation, and the Fiscal Incentives Review Board are transferred from the Office of the President and attached to the Department of Finance.

Done in the City of Manila, this 11th day of December, in the year of Our Lord, nineteen hundred seventy-five.

(SGD.) FERDINAND E. MARCOS  
President  
Republic of the Philippines

By the President:

(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1975). *[Letter of Implementation Nos.: 23 - 70]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 39**

TO: The Secretary of Natural Resources

The Vice-chairman, National Parks Development  
Committee

Pursuant to Presidential Decree No. 830 dated November 27, 1975, it is hereby directed that the National Parks Development Committee be abolished and its functions, including applicable appropriations, records, equipment, property, and such personnel as may be necessary, transferred to the Bureau of Forest Development, Department of Natural Resources.

Done in the City of Manila, this 11th day of December in the year of Our Lord, nineteen hundred and seventy-five.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1975). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 40**

TO: The Secretary of General Services

The Chairman, Board of Liquidators

Pursuant to Presidential Decree No. 830 dated November 27, 1975, it is hereby directed that the Board of Liquidators be abolished and its functions, including applicable appropriations, records, equipments, property, and such personnel as may be necessary, transferred to the Department of General Services or its successor agency, the General Services Administration.

Done in the City of Manila, this 11th day of December, in the year of Our Lord, nineteen hundred and seventy-five.

(SGD.) FERDINAND E. MARCOS  
President  
Republic of the Philippines

By the President:

(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1975). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 41**

TO: The Department of National Defense

Pursuant to Presidential Decree No. 850 dated November 27, 1975, the following actions are directed to be effected:

1. The Typhoon Moderation Research and Development Council is transferred from the Office of the President and merged with the PAGASA, Department of National Defense., Such transfer and merger shall include applicable appropriations, records, equipment, property, and such personnel as may be necessary.
2. The National Computer Center is transferred from the Office of the President and placed under the supervision and control of the Department of National Defense.

Done in the City of Manila, this 11th day of December, in the year, of Our Lord, nineteen hundred and seventy-five.

(SGD.) FERDINAND E. MARCOS  
President  
Republic of the Philippines

By the President:

(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1975). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 42**

TO: The Heads of Agencies Concerned

Pursuant to Presidential Decree No. 830 dated November 27, 1975, it is hereby directed that the following agencies under the Office of the President are abolished:

1. Board of Visitors on Education
2. Joint Committee on Financial Management Improvement
3. Philippine-Japan Joint Commission
4. Peace and Order Coordinating Council
5. Philippine National Committee on Freedom from Hunger Campaign
6. Social Defense Planning Committee

The Presidential Census Coordinating Board shall be deemed automatically abolished upon the completion of the 1975 economic census, while the Congressional Accounts Liquidation Office shall likewise be deemed automatically abolished upon the completion of its task.

The Complaints and Investigation Office shall be deemed automatically abolished upon the creation of the Tanodbayan pursuant to the Constitution.

Done in the City of Manila, this 11th day of December, in the year of Our Lord, nineteen hundred and seventy-five.

(SGD.) FERDINAND E. MARCOS  
President  
Republic of the Philippines

By the President:  
(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1975). *[Letter of Implementation Nos.: 23 - 70]*. Manila: Presidential Management Staff.



MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 43**

TO: The General Manager, National Housing Authority

The Chairman, Inter-Agency Task Force

Pursuant to Presidential Decree No. 830, dated November 27, 1975, it is hereby directed that the Inter-Agency Task Force created under Memorandum Order No. 414 dated March 22, 1974 be transferred from the Office of the President and placed under the administrative supervision of the National Housing Authority, Such transfer shall include applicable appropriations, records, equipment, property, and such personnel as may be necessary.

The National Housing Authority shall undertake the administration of the relocation and resettlement project provided for in the said Memorandum Order with the assistance of the Interagency Task Force.

Done in the City of Manila, this 11th day of December, in the year of Our Lord, nineteen hundred and seventy-five.

(SGD.) FERDINAND E. MARCOS  
President  
Republic of the Philippines

By the President:

(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1975). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACANANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 44**

IMPLEMENTING GENERAL PROVISIONS OF THE NATIONAL APPROPRIATIONS ACT FOR THE SIX MONTH PERIOD FROM JULY FIRST TO DECEMBER THIRTY-FIRST NINETEEN HUNDRED SEVENTY-SIX, PURSUANT TO PRESIDENTIAL DECREE NO. 904

T O : The Commissioner of the Budget and Others Concerned

Pursuant to Section 4 of Presidential Decree No. 904, the following "General Provisions are promulgated as part thereof and made applicable to all agencies of the Government whose funds are appropriated in said Decree.

Part I. – Transfer of Funds and Use of Savings

Section 1. Authority to use savings for other purposes. The President of the Philippines "is authorized to use, any savings in the appropriations provided in the National Appropriations Act for the Executive Departments for the settlement of the following obligations incurred during the current fiscal year and/or previous fiscal years, the limitation in Section 7-1(27) of Commonwealth Act No. 246, as amended, notwithstanding for:

a. Personal Services

- (1) Claims under Section 699 of the Revised Administrative Code, as amended, the Workmen's Compensation Act as amended, whichever is applicable, of officers, employees and laborers who died or were injured in line of duty, and burial benefits provided under P.D. No. 199;
- (2) Commutation of terminal leaves of employees who may be retired under existing laws, who voluntarily resigned or are separated from the service through no fault of their own, in accordance with the provisions of Sec. 286, of the Revised Administrative Code, as amended by R.A. No. 1081, and for unpaid claims for commutation of maternity leave of absence under the provisions of R.A. No. 1564;
- (3) Payment of gratuities or separation pay of employees who are laid off as a result of the elimination of their positions in the National Appropriations Act and/or due to the government reorganization under R.A. No. 5435, as amended;
- (4) Payment of salaries of employees who have been suspended or dismissed as a result of an administrative case or disciplinary action, or separated from the service through no fault of their own and who have been subsequently exonerated and/or reinstated by virtue of decisions of competent authorities as provided under Sec. 260 of the Revised Administrative Code;
- (5) Payment of the share of the National Government in the salaries, of national officials and employees in newly created and/or reclassified cities and provinces where no appropriations have been provided in the National Appropriations Act or where the authorized appropriations are not sufficient to cover the salaries of the said officials and employees;
- (6) Payment of hazard pay to officials and employees who are actually assigned to danger or strife-torn areas as may be determined by the Philippine Constabulary. The additional compensation herein provided shall not be less than P50 nor more than P150 per month, and shall be granted to those actually performing their duties in areas of conflict and only for the duration or existence of such peril;

(7) Salary adjustment of officials and employees resulting from WAPCO upgrading reclassification and/or reallocation of their positions to a class with a higher salary range or implementation of the WAPCO salary survey; and

(8) Payment of honorarium to resource speakers, researchers, experts and Specialists who are acknowledged authorities along their fields or specialization for services rendered at such rates as the President may authorize, unless otherwise specifically provided under existing laws.

b. Authorized Projects and Activities

(1) Peso support to any undertaking that may be received by the government from foreign entities and organizations including administration expenses, cost of handling and distribution, warehousing, and other incidental expenses that may be incurred for any aid, such as relief goods, and equipment;

(2) Deficiencies in the regular appropriations for the opening of additional elementary extension classes;

(3) Improvement of the social, economic opportunities and such other activities for the welfare of the national minorities as may be undertaken by the Office, of the Presidential Assistant on National Minorities;

(4) Expenses for seminar workshops, in-service training courses and study-grants;

(5) Establishment, operation, and maintenance of training centers for the boy scouts and out-of-school youth which may be administered by the Boy Scouts of the Philippines, in coordination with the National Manpower and Youth Council;

(6) Hosting of international conferences and attendance of officials in such conferences held abroad;

(7) Expenses in connection with official participation in trade fairs, civic parades, celebrations, athletic competitions, and cultural activities;

(8) Payment of expenses for the yearly celebration of Independence Day, Fil-American Friendship Day, Rizal Day, and any special holiday which may be declared;

(9) Rural improvements and community development, such as feeder roads, artesian wells, spring development, river and flood control, sea walls, communal irrigation, schoolhouses, wooden bridges, environmental sanitation, and other agricultural and health projects that will promote the economic well-being of the rural areas;

(10) Covering any deficiency in counterpart fund commitments for foreign assisted projects as may be approved by the President;

(11) Repair, improvement and renovation of national buildings or those that have been damaged by fire and/or other natural calamities; and

(12) Organization, activation, training and operation of military engineering units, including pay and allowances of all military personnel assigned thereto, and for the purpose of implementing agency development projects in areas adversely affected by peace and order problems.

c. Legal Obligations

(1) Payment of obligations of the National Government or any of its departments, or agencies as a result of final judgment of the Courts; and

(2) Payment of valid prior years' obligations of government agencies with any other government office or private creditors.

d. Equipment Purchases – Purchase of equipment including motor vehicles to replace those that may be lost through theft or robbery, accident, fire or typhoon and other natural calamities and to replace unserviceable ones condemned by the Commission on Audit, subject to specific approval as provided under Letter of Implementation No. 29.

e. Insurance Premiums

(1) Payment of the Government Service Insurance System of annual life insurance premiums of barrio captains and councilmen under R.A. No. 4-898; and

(2) Insurance premiums of government properties, buildings and equipment insured with the Government Service Insurance System.

f. Incentive Awards – Cash awards to deserving officials and employees in accordance with the provisions of Sec. 33, P.D. No. 807.

g. General – Implementation of the provisions of Proclamation No. 1081, dated September 21, 1972 and all Presidential Orders, Decrees and Instructions issued as a consequence of said Proclamation.

Section 2. Authority to use savings in appropriations to cover deficits. – Except as otherwise provided in the National Appropriations Act, any savings in the regular appropriations authorized in the National Appropriations Act of each approved Program and Project of any Department of the Executive Branch of the Government and those of the bureaus and offices under the same Department, may, with the approval of the President be used to cover a deficit in any other item of the regular appropriations except for the creation of new positions or increase of salaries under the same Department: PROVIDED, That whenever authorized positions are transferred from one program or project to another within the same Department, the corresponding amounts appropriated for personal services are also deemed transferred, without increasing the total outlay for personal services of the Department concerned.

Section 3. Suspension of expenditures of appropriations and transfer thereof. – Except as otherwise provided in the National Appropriations Act and whenever in his judgment the public interest so requires, the President upon notice of the head of office concerned, is authorized to suspend or otherwise stop the expenditures or any other expenditure Authorized in the National Appropriations Act as the President may determine, except for personal services: PROVIDED, That whenever authorized positions are transferred from one program to another, the corresponding amounts appropriated for personal services are also deemed transferred, without increasing the total outlay for personal services of the office concerned.

Section 4. Substitutionary service. – Any provision of the law to the contrary notwithstanding and subject to the approval of the Commissioner of the Budget, savings, in the appropriations of a department, bureau or office, when authorized by the department head concerned and upon issuance of a duly approved temporary appointment, may be used for the payment of the salary differential of a substitute official or employee who takes the place and performs the duties of another who is temporarily absent from his post with pay.

Section 5. No transfer of salary savings to the Government Service Insurance System. – The provisions of Section 7(c) of C.A. No. 186f, as amended, to the contrary notwithstanding, no savings from personal services shall be transferred to the Government Service Insurance System for payment of benefits.

Section 6. Athletic uniforms and supplies. – Except as otherwise provided in the appropriations for bureaus and offices, appropriations for maintenance and other operating expenses may be used for the purchase of athletic uniforms and supplies not exceeding the amount of P10,000 per annum, subject to Sec. 7-I(4) of C.A. No. 245, as amended.

Section 7. Appropriations for official entertainment purposes. – Except as otherwise provided in the appropriations for their respective bureaus and offices, heads of such bureaus and offices may use the appropriations for sundry expenses for official entertainment purposes not exceeding P5,000 per annum.

Section 8. Appropriations for rental. – The appropriations for rental of buildings and grounds, purchase arrangements or loans for buildings and grounds authorized in the National appropriations Act, may be used for lease-purchase arrangements whereby a department, bureau or office may contract for the purchase of buildings and grounds payable in the form of rentals until the purchase price is fully paid. Any department, bureau or office may also contract with any brooking or financial institution for loans for the acquisition of land for the construction of office buildings. The annual amortization of the loan shall be taken from the appropriations for rental authorized in the National Appropriations Act for the department, bureau or office concerned.

## Part II. – Organizational Changes

Section 9. Maximum number of permanent positions in a bureau or office. Except as otherwise provided by law, the \_maximum number of permanent positions in a bureau or office shall not exceed the number of permanent positions included in the approved staffing patterns and in the itemization of personal services or in the approved special budgets for the said bureau or office.

Section 10. Adjustment of appropriations for reorganized agencies and salaries of personnel thereof. – The appropriations provided in the National Appropriations Act for agencies to be reorganized in accordance with the approved, reorganization plans as well as those to be reorganized pursuant to later decrees issued but not yet implemented are deemed appropriated and shall be available for the agencies as reorganized and approved by the President, The Commissioner of the Budget is hereby authorized to make necessary adjustments in the appropriations to carry out the provisions of this Section. Furthermore, the department head concerned, with the approval of the Commissioner of the Budget, is hereby authorized to make necessary salary adjustment resulting from final selection of personnel to fill the positions in the staffing patterns of reorganized agencies, to make necessary salary adjustments resulting from new appointments, promotions or salary increases made in the interim and make necessary salary adjustments resulting from changes in the staffing patterns authorized by the Commissioner of the Budget, to correct mistakes, discriminations or injustices that may in his opinion have been committed in the preparation thereof: PROVIDED, That any such adjustments in the staffing patterns of reorganized agencies which have been or may be authorized but not yet reflected in the National Appropriations Act shall be given due course by adjusting the corresponding appropriations herein authorized.

## Part III. – Compensation and Allowances

Section 11. No salary increase, unless specifically authorized – No portion of the appropriations provided in the National Appropriations Act shall be used for payment of salary increases or salary adjustment unless specifically authorized by law, decree or appropriate budget circular; nor shall any appropriation for salaries authorized in the National Appropriations Act, save as otherwise provided by the Classification and Pay Plans, be paid unless the positions have been classified by the Wage and Position .Classification Office (WAPCO).

Section 12. Officials entitled .to transportation and representation allowances. – The following officials and those of equivalent rank are hereby granted commutable transportation and representation allowances which may be paid of savings in the programmed appropriations provided for their respective offices, not exceeding the rates indicated below, which shall pertain to such allowances in identical amounts:

(1) At P350 each per month – Secretaries of National Government Departments;

(1) At P300 each per month – Career Executive Service Rank I officials;

(2) At P250 each per month – Career Executive Service Rank II officials;

- (3) At P200 each per month – Career Executive Service Rank III officials;
- (4) At P150 each per month – Career Executive Service Rank IV officials;
- (5) At P100 each per month – Career Executive Service Rank V officials and Chief of technical divisions.

PROVIDED, That the rate for transportation allowance herein provided shall not be granted to officials who use government motor transportation under Part V, Section 19 hereof, except as may be approved by the President: AND PROVIDED, FURTHER, That the equivalent rank of officials who are entitled to the rates abovementioned shall first be determined by the Commissioner of the Budget.

Section 13. Prohibition of double allowances or benefits. -The provisions in Section 12 notwithstanding, officials and employees already receiving such or similar allowances or benefits granted under previous authorizations shall not be entitled to any increased transportation and /or representation allowances provided therein, unless the total of his existing allowances or benefits is less than the total of the two rates fixed in the preceeding section, in which case he may be entitled only to the difference.

Section 14. Consultants compensation. - Compensation of consultants who are hired by a department, bureau or office, when authorized in their respective appropriations in the National Appropriations Act, shall paid an amount not exceeding P12,000 per annum as the aggregate of salaries, fees, honoraria, per diems and allowances, except as may be authorized by the Commissioner of the Budget in accordance with guidelines issued by the President.

Section 15. Per diems outside of the Philippines. – No per diem in excess of the equivalent of fifty U.S. Dollars shall be paid to any official or employee traveling outside of the Philippines, except as may be approved by the President.

Section 16. Uniform and shoes allowance. – Appropriations for each department, bureau or office, at such sums as may be necessary, may be used for uniform and shoes allowance of personnel who are already authorized since Fiscal Year 1974 and such other employees who may hereafter be authorized by the President, at not more than P150 each per annum. Saving in the appropriations for each department, bureau or office may be used for this purpose where no amount is specifically appropriated in the National Appropriations Act or at an amount necessary to make the allowance P150 if a lesser amount is appropriated.

#### Part IV. – Procurement

Section 17. Purchase of locally manufactured equipment, parts, accessories, supplies and materials. – All appropriations for the purchase of equipment supplies and materials authorized in the National Appropriations Act shall be available only for locally manufactured equipment, parts, accessories, medicines and drugs, supplies and materials, except when none is available in the market or when the prices of the locally manufactured article exceed those determined by the Flag Law by fifteen percent.

Section 18. Limitation of ordinary and emergency purchase of supplies materials and equipment spare parts. – Any provision of law to the contrary notwithstanding, supplies, materials and equipment spare parts, acquired through ordinary and emergency purchase, shall at no the exceed the normal three-month requirements of any agency, bureau or office: PROVIDED, That under no circumstance shall splitting of requisitions for supplies, materials and equipment spare parts be allowed except those acquired through emergency purchase from reputable firms: PROVIDED, FURTHER, That no requisition shall be made by any office for items, of the same kind as would exceed requirements for three months based on the annual procurement program approved by the Bureau of Supply Coordination: PROVIDED, FURTHERMORE, That the Agency head making the emergency purchase shall submit to the Commissioner of the Budget a detailed quarterly report of all such pruchase within fifteen days from the close of every quarter.

#### Part V – Motor Vehicles

Section 19- Officials entitled to government motor transportation. – The following officials are entitled to use government, motor transportation chargeable against the appropriations authorized for their respective offices, except where otherwise provided in the National Appropriations Act or other special laws or when specifically authorized by the President:

- (1) The President of the Philippines;
- (2) The Chief Justice of the Supreme Court;
- (3) The Secretaries and Undersecretaries of National Government Departments, and officials of equivalent rank;
- (4) The Presiding Justice of the Court of Appeals;
- (5) The Ambassadors, Ministers Plenipotentiary and Consuls in Charge of Consulates in their respective stations abroad; and
- (6) The Chief of Staff, the Vice Chief of Staff and the Commanding Generals of the Major Services of the Armed Forces of the Philippines.

Section 20. Purchase, use, operation and maintenance of motor transport equipment. – No appropriation authorized in the National Appropriations Act shall be used for the purchase of automobiles, jeeps, jitneys, station-wagons, motorcycles, trucks, launches, speedboats, airplanes and other types of 'motor transport equipment unless otherwise specifically approved by the President: PROVIDED, That all bureaus and offices with previous authority to purchase such motor transport equipment, including; those acquired through donations or gifts from private individuals or organizations, are authorized to use, operate and maintain them for carrying out the official functions and activities of the agency.

Section 21. Proper use of government motor vehicles. – The use of government motor vehicles by bureaus and offices shall be authorized only through the issuance for each trip of a serially numbered ticket, duly signed by the Chief or the Administrative officer of the bureau or office concerned. These motor vehicles shall be used strictly for official business, bear government plates only and after office hours kept in the garage provided therefor by the bureau or office to which they belong, except when in use for strictly official business outside office hours. Any violation of the provisions of this section shall cause withdrawal of the privilege to use motor vehicles from the office or bureau concerned.

Section 22. Use of more than one motor vehicle prohibited. With the exception of the President, no government official authorized to use any vehicle operated and maintained from the funds appropriated in the National Appropriations Act shall be allowed to use more than one such motor vehicle except the Chief Justice of the Supreme Court who may be allowed to use two motor vehicles. The Chairman, Commission on Audit shall issue rules and regulations for the proper implementation and enforcement of the provisions for this Section and Section 12/13, 19 and 21 hereof.

Section 3. Limitation in rental of motor vehicles. – No appropriations provided in the National Appropriations Act for the Executive Departments shall be used for renting automobiles, jitneys or trucks on the monthly basis nor on the daily basis for a continuous period exceeding fifteen days.

#### Part VI. – Incentives for Economy

Section 24. Cost reduction. – Subject to the approval of the respective department heads, every head of the bureau, office or agency shall institute a cost reduction program for his bureau, office or agency for the purpose of reducing cost of operations and shall submit to the Commissioner of the Budget reports on the result of the implementation thereof. An incentive award not exceeding one month's salary may be granted to any official or employee whose suggestion for cost reduction has been adopted and shall have actually resulted in cost reduction, payable from the savings resulting therefrom.

#### Part VII. – Budget Accountability and-Reports

Section 25. Failure to submit reports. – Failure on the part of heads, chief accountants, budget officers, cashiers, disbursing officers, and other responsible officers of departments, bureaus and offices to submit trial balances,

financial work plans, special budgets, reports of operations and income, and such other reports as may be necessary and required by the Commissioner of the Budget and/or the Chairman, Commission on Audit shall automatically cause the Suspension of the payment of their salaries until they shall have complied with the requirements of the Budget Commission and the Commission on Audit. No appropriation authorized in this Decree shall be available to pay the salary of any official or employee who violates the provisions of this section, in addition to any disciplinary action that may be instituted against such official or employee.

#### Part VIII. – Miscellaneous

Section 26. Disposition of donations, grants, bequests, gifts or contributions. The provisions of P.D. No. 711 and other laws notwithstanding, donations, grants, bequests, gifts or proceeds therefrom and contributions given in cash by private individuals or entities of foreign governments and institution shall be used or expended only, in accordance with the wishes of, and purposes specified by, the benefactor or donor, subject to the provisions of Section 7-I(4) of C.A. No. 246, as amended.

#### Part IX. – Repealing Clause and Effectivity

Section 27. Repealing Clause. – All rules and regulations inconsistent with this Letter of Implementation are hereby repealed or modified accordingly.

Section 28. Effectivity. – This Letter of Implementation shall take effect July first, nineteen hundred and seventy-six.

Done in the City of Manila, this 8th day of April, in the year of Our Lord, nineteen hundred and seventy-six.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1976). *[Letter of Implementation Nos.: 23 - 70]*. Manila: Presidential Management Staff.



MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 45**

TO: All Government Agencies Concerned

Pursuant to Presidential Decree No. 79 and General Order No. 18, both dated December 8, 1972, and in order to further strengthen the implementation of the Philippine Population Program being implemented by the Commission on Population (POPCOM), Office of the President, you are hereby directed:

1. To assist the Commission on Population in the implementation of the Philippine Population Program so as to fully utilize all possible resources for national development with population and family planning as an integral component;
2. To provide appropriate planning inputs from your respective Departments/Agencies towards the preparation of the National Population Plan;
3. To integrate relevant components of the Philippine Population Program into your Agencies' workplans, specifically in the following areas of responsibility –

a. information, education and communication  
(motivation):

- (1) Department of Agrarian Reform
- (2) Department of Agriculture
- (3) Department of Education and Culture
- (4) Department of Health
- (5) Department of Labor
- (6) Department of Local Government and Community Development
- (7) Department of National Defense
- (8) Department of Natural Resources
- (9) Department of Public Information
- (10) Department of Public Works, Transportation and Communication
- (11) Department of Social Welfare
- (12) University of the Philippines (Institute of Mass Communication)
- (13) Central Bank of the Philippines
- (14) National Media Production Center

b. delivery of clinic and non-clinic family planning services:

- (1) Department of Health
- (2) Department of Agrarian Reform
- (3) Department of Labor
- (4) Department of Local Government and Community Development
- (5) Department of National Defense
- (6) Department of Public Highways
- (7) Central Bank of the Philippines

c. training of:

(1) motivators and communicators which shall be undertaken by regional, provincial and Municipal core of trainers coming from the different government and private agencies coordinated and/or funded by the POPCOM

(2) bio-medical and paramedical service personnel which shall be undertaken by POPCOM-designated institutions and/or individuals

d. research:

(1) University of the Philippines

- (a) U. P. Population Institute
- (b) U. P. Institute of Mass Communication
- (c) U. P. School of Economics
- (d) U. P. College of Arts and Sciences

- (2) National Census and Statistics Office
- (3) National Tax Research Center

e. policy formulation and coordination with respect to population:

- (1) Civil Service Commission
- (2) Department of Justice
- (3) Central Bank of the Philippines
- (4) National Economic and Development Authority
- (5) U. P. College of Law
- (6) U. P. Law Center
- (7) U.P. College of Public Administration

4. To require your Agencies' workers at all levels including those Offices which are attached to your Department/Agency, especially at the regional and field levels, to coordinate with the Commission on Population in the planning and implementation of the Philippine Population Program;

5. To instruct your Department/Agency workers at all levels including those from the Office which you coordinate and/or supervise, especially at the regional, provincial, municipal and barangay levels, to submit to the Commission on Population through its regional and other field offices periodic and regular POPCOM-prescribed progress reports on all population and family planning related activities;

6. To tap for family planning motivation, and whenever feasible, delivery of family planning services, the various community-based organizations which your Agencies have organized or will organize, supervise and/or monitor;

7. To recommend policies and measures to efficiently and effectively plan and implement the Philippine Population Program taking into consideration your Agencies' resources and expertise; and,

8. To designate an Action Officer in your Agency not later than March 1, 1976 who will liaison and coordinate with the Commission on Population on the specific activities which can be undertaken by your Agency.

Strict compliance herewith is hereby enjoined.

Done in the City of Manila, this 20th day of **J u l y**, in the year of Our Lord, nineteen hundred and seventy-six.

(Sgd.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(Sgd.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1976). *[Letter of Implementation Nos.: 23 - 70]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 46**

TO:	The Secretary of Local Government and Community Development
	The Director, Philippine National Volunteer Service Coordinating Office

Pursuant to Presidential Decree No. 830 dated November 27, 1975, the following actions are directed to be effected:

1. The administration of the Provincial Development Assistance Project is transferred from the Office of the President to the Department of Local Government and Community Development. Such transfer shall include applicable appropriation, records, equipment, property, and such personnel as may be necessary.
2. The Philippine National Volunteer Service Coordinating Office is transferred from the Office of the President and placed under the supervision and control of the Department of Local Government and Community Development.

Done in the City of Manila, this 18th day of August, in the year of Our Lord, nineteen hundred seventy-six.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1976). *[Letter of Implementation Nos.: 23 - 70]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 47**

TO: Heads of Departments, Offices, or Entities Concerned

Pursuant to Presidential Decree No. 830, dated November 27, 19 75, the following functions now being undertaken by the Office of the President are hereby transferred to the heads of departments, offices or entities indicated hereunder

1. To the Chairman, Civil Service Commission

- a. Approval of rules and regulations promulgated by the Professional Regulation Commission and decision on appeals on administrative cases involving professionals.
- b. Approval of detail of national government officials and employees from one department to another for more than thirty-days.
- c. Authority to reinstate in the service previously retired employees, to appoint persons 57 years old and above, and to extend the services of those who are already 65 years old, except Presidential appointees.
- d. Change of status of appointment from temporary to permanent for purposes of retirement.

2. To the Chairman, Commission on Audit

- a. Compromise or release in whole or in part any claim or settled liability to the Government not exceeding 710,000.00

3. To the Commissioner of the Budget

- a. Approval of applications for exemption from the ban against optional retirement under Republic Act No. 1615, as amended.

4. To the Secretary of General Services or the Head of successor agency

- a. Approval of the disposition or assignment of alien properties and deactivated military reservations.
- b. Approval of negotiated contracts for services or for furnishing supplies/materials and equipment to the government involving an amount of P100,000 or less for national government agencies and P200,000 or less for government-owned or controlled corporations unless otherwise provided in their respective charters.
- c. Approval of negotiated contracts wherein the government is required to make advance payment for services not yet rendered and/or for supplies and materials not yet delivered involving an amount of 100,000 or less for national government agencies and P200,000 or less for government-owned or controlled corporations unless otherwise provided in their respective charters.

5. To the Secretary of Justice

- a. Action on immigration matters including waiver of visas and admission of aliens except deportation matters.

b. Granting of authority for excavation of hidden treasures in government lands.

6. To the Secretary of Education and Culture

a. Approval of inscriptions on historical markers.

7. To the Secretary of Public Highways

a. Designation or discontinuance of national toll roads and bridges and the fixing of toll rates that may be selected thereat.

8. To the Secretary of Natural Resources

a. Approval of issuance of land patents for areas in excess of 144 hectares.

9. To the Department Heads Concerned

a. Approval of detail of national government officials and employees from one office to another in the same department.

10. To Clerk of Court of the Court of First Instance Issuing the Notarial License.

a. Authentication of signatures of notaries public appearing on documents intended for use in foreign countries.

This Letter of Implementation shall take effect immediately.

Done in the City of Manila, this 18th day of August, in the year of Our Lord, nineteen hundred and seventy-six.

SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1976). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACANANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 48**

TO :	The Secretary of Health
	The Presidential Executive Assistant
	The Chairman, National Nutrition Council

WHEREAS, a thorough review of the role of the National Nutrition Council in the formulation, integration and coordination of the Philippine Nutrition Program has indicated an urgent need for the National Nutrition Council to have greater flexibility and autonomy in the discharge of its assigned functions embodied under Presidential Decree No. 4-91, dated June 25, 1974.

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do hereby amend Letter of Implementation No. 37, dated December 11, 1975 issued by this Office in consonance with Presidential Decree No. 830, by placing the National Nutrition Council directly under the Office of the President.

Done in the City of Manila, this 31st day of August, in the year of Our Lord, nineteen hundred and seventy-six.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1976). *[Letter of Implementation Nos.: 23 - 70]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 49**

IMPLEMENTING THE SALARY ADJUSTMENTS OF MEMBERS OF THE INTEGRATED NATIONAL POLICE EFFECTIVE AUGUST 6, 1976 AS PROVIDED UNDER SECTION 1 OF PRESIDENTIAL DECREE NO. 973

TO:	The Secretary of National Defense
	The Commissioner of the Budget
	The Director General of the Integrated National Police

Pursuant to Section 2 of Presidential Decree No. 973, salary adjustments of the members of the Integrated National Police shall be fully implemented as authorized under Section 1 of the same Decree effective August 6, 1976, in accordance with the following guidelines:

1. Thirty percentum of the salary, adjustments shall be paid initially chargeable against the Salary Adjustment Fund as appropriated under Presidential Decree No. 733 sod reappropriated under Presidential Decree No. 904, subject to reimbursement from the local government contributions as provided for under Presidential Decree No. 632.
2. The balance of seventy percentum of the salary adjustments shall be paid subject to availability of funds.
3. Any member of the INP who is retired from the Service on or after August 6, 1976, shall be considered as having attained the salary rates as provided for a Section 1, Presidential Decree No. 973.
4. New recruits shall be hired at rates not exceeding the lowest salary actually being received by the lowest ranking member of the INP.
5. Funds for the thirty percent salary adjustment shall be integrated in the Budget of the Integrated National Police effective January 1, 1977 and included in subsequent Annual Appropriations Decrees.

Done in the City of Manila, this 31st day of August in the year of Our Lord, Nineteen Hundred and Seventy-Six.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1976). *[Letter of Implementation Nos.: 23 - 70]*. Manila: Presidential Management Staff.



MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 50**

WHEREAS, Presidential Decree No.1050 has appropriated funds for the operation of the Philippine Government during Calendar Year nineteen hundred seventy seven;

WHEREAS, the effective conduct of government activities requires the determination of agency work targets and the commensurate level of funding support;

WHEREAS, available funding for individual programs and projects has to be apportioned among the various objects of expenditure, relating agency work targets to estimated costs;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do hereby order and direct:

1. The implementation of the budgetary programs and projects, the agency objectives and functions, the accomplishment targets, and the program of expenditures of the National Government, for the year nineteen hundred and seventy-seven as embodied in this Document, subject to the provisions of existing law, particularly C .A. No. 246 as amended) and P.D. No. 1050.
2. The Development Budget Coordination Committee to evaluate and recommend on such measures as may be necessary to attain the levels revenue, expenditure and debt-level, domestic credit and Balance of Payments objectives.
3. The Secretary of Finance to recommend such administrative and/or revenue measures as may be necessary, to attain income targets of government.
4. The initiation of a Cost Reduction Program in government corporation, to be undertaken by all agencies under the leadership of their respective heads and to be monitored and coordinated by the Budget Commission.

DONE in the City of Manila, this 20th day of December, nineteen hundred and seventy-six.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1976). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 51**

WHEREAS, funding support of the operation of the Philippine Government during Calendar Year nineteen hundred seventy-seven has been provided for under Presidential Decree No. 1050;

WHEREAS, a substantial portion of government expenditure requirements is for personal services;

WHEREAS, it is essential to specify the organization, staffing, and compensation of government employees for effective administration;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do hereby order and direct the implementation of the organization, staffing pattern and salaries for the various offices In the National Government in accordance with this Document.

Done in the City of Manila, this 20th day of December, nineteen hundred and seventy-six

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1976). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

**Tanggapan ng Pangulo ng Pilipinas**  
(OFFICE OF THE PRESIDENT OF THE PHILIPPINES)

**LETTER OF IMPLEMENTATION NO. 52**

**PROVIDING FOR THE RELEASE OF FUNDS FOR THE ENERGY  
DEVELOPMENT BOARD AND POWER DEVELOPMENT COUNCIL**

Pursuant to the provisions of Presidential Decree No. 910 and Presidential Decree No. 948, and in order that the Energy Development Board and Power Development Council can effectively undertake the functions and responsibilities without disrupting the continuity of their on-going operations and projects, the Budget Commission is hereby instructed to immediately cause the release from the General Fund the following amounts, independently of releases that may have been or are to be used exclusively for the authorized purposes or projects of the Energy Development and Power Development Council:

1. The amount of Five Million Pesos (P5,000,000.00) to the Energy Development Board for the period up to December 31, 1976 as authorized under the first paragraph of Section 8 of Presidential Decree No. 910 broken down as follows:

- a. P1, 600,000.00 for maintenance and other operating expenses.
- b. P1, 400,000.00 for purchase of radio communication and laboratory equipment required by the Board.
- c. P2,000,000.00 for construction of the PNPC Energy Institute.

2. The amount of Five Hundred Thousand Pesos (P500,000.00) to the Power Development Council, through the Energy Development Board, for the organization and initial operation of the Council which was attached to the Energy Development Board pursuant to Presidential Decree No. 948.

For immediate compliance.

Done in the City of Manila on this 3rd day of December in the year of our Lord, Nineteen Hundred and Seven-Six.

(Sgd.) FERDINAND E. MARCOS  
President of the Philippines

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1976). *[Letter of Implementation Nos.: 23 - 70]*. Manila: Presidential Management Staff.

MALACANANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 53**

AMENDING THE FOURTH PARAGRAPH OF REGULATION NO. 9 OF THE LETTER OF IMPLEMENTATION NO. 23 DATED JULY 9 1973 IMPLEMENTING PRESIDENTIAL DECREE NO. 175 DATED APRIL 14, 1975.

WHEREAS, production loans obtained by farmer-members of Samahang Nayons are subject to a compulsory 5 per cent deduction as contribution to the Barrio Savings Fund;

WHEREAS, there is a need to decrease the 5 per cent Barrio Savings Fee to 3 per cent to reduce the financial burden on farmers;

WHEREAS, in order to ensure repayment, a portion of the Barrio Savings Fund must be utilized to guarantee the production loans obtained by Samahang Nayan members under any of the Supervised Credit Programs;

NOW, THEREFORE, pursuant to the provisions of Section 11 of Presidential Decree No. 175, the fourth paragraph of Regulation No. 9 of the Letter of Implementation No. 23 dated July 9, 1973, referring to the implementation of the Barrio Savings Fund Program, is hereby amended to read as follows:

“To implement the Barrio Savings Fund Program, the Agricultural Credit Administration, the rural banks, the Philippine National Bank, the Development Bank of the Philippines, the Land Bank, and other authorized financial institutions are hereby directed to automatically deduct from every production loan obtained by members of Samahang Nayons under any of the supervised credit programs, an amount equivalent to three per cent (3%) of such loan. Deduction shall be made upon release of the loan, and shall be held in a deposit account to constitute a Barrio Savings Fund in the name of the Samahang Nayan for the account of the member. Member who do not obtain production loans shall contribute to said Fund a minimum deposit of five pesos (P5.00) per month.

“The Barrio Savings Fund for the Samahang Nayan which is hereby constituted shall be utilized and disposed of in the manner specified as follows:

- (a) Twenty-five per cent (25%) to purchase shares of stocks of and/or capitalize rural banks, development banks, or, credit cooperatives;
- (b) Twenty-five per cent (25%) to be used for, purposes as may be authorized by the Department of Local Government and Community Development through the Bureau; and
- (c) Fifty per cent (50%) to guarantee the loans obtained by Samahang Nayan members under any of the Supervised Credit Programs.

PROVIDED, That the disposition of the Barrio Savings Fund, as specified herein shall apply only to deposits made upon effectivity of this amended LOI; PROVIDED, FURTHER, that unrestricted withdrawals by Samahang Nayons from Barrio Savings Fund deposits shall be allowed only in cases where the liquidity position of the depository is not endangered. Where such withdrawals may render a depository illiquid withdrawals may be allowed only in proportion to the amount of loans actually repaid by Samahang Nayan members.”

Done in the City of Manila, this 27th day of December, in the year of Our Lord nineteen hundred and seventy-six.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1976). *[Letter of Implementation Nos.: 23 - 70]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 54**

Implementing Salary Increases for citizens Attorneys in the Citizens Legal Assistance Office Effective July 1, 1977

TO: The Commissioner of the Budget and Others Concerned

In view of the critical need for qualified lawyers to be involved in countryside development and in view of the involvement of the Citizens Legal Assistance Office in providing legal assistance to destitute members of the population in all areas of the Philippines, it is hereby directed that the Citizens Attorneys in the Citizens Legal Assistance Office to be granted a 100% adjustments to the prescribed rates as an exception to the provisions of Item No. 2 of Letter of Instructions No. 533, dated April 21, 1977 as follows;

<u>TITLE</u>	<u>Existing Salary</u>	<u>Approved Salary</u>
Supervising Citizens Attorney	P18,636	P21, 624
Senior Citizens Attorney	15,264	20,580
District Citizens Attorney	13,824	18, 636
Citizens Attorney	12,516	16,860

Career Executive Service positions in the Citizens Legal Assistance Office will follow the rules of adjustments under Budget Circular No. 274, as follows:

Chief Citizens Attorney	P32, 184
Deputy Chief Citizens Attorney	26, 288
Regional Director	22, 728

The Salary increases herein shall take effect October 1, 1977.

Done in the City of Manila, this 26th day of October, in the year of Our Lord, nineteen. hundred and seventy-seven.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

**Source: Presidential Management Staff**

Office of the President of the Philippines. (1977). *[Letter of Implementation Nos.: 23 - 70]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 55**

ADOPTING A PROGRAM OF REVENUE GENERATION AND EXPENDITURE FOR THE NATIONAL GOVERNMENT, COVERING CALENDAR YEAR 1978

WHEREAS, Presidential Decree No. 1250 has appropriated funds for the operation of the Philippine Government during Calendar Year nineteen hundred and seventy-eight;

WHEREAS, the effective conduct of government activities requires the determination of agency work targets and the commensurate level of funding support; and

WHEREAS, available funding for individual programs and projects has to be apportioned, among the various objects of expenditures, relating agency work targets to estimated costs;

NOW, THEREFORE. I, FERDINAND E. MARCOS, President of the Philippines, do order and direct:

1. The implementation of the budgetary programs and project, the agency objectives and functions, the accomplishment targets, and the program of revenue Generation and expenditure of the National Government, for the year nineteen hundred and seventy-eight as embodied in this Document, subject to the provisions of existing law, particularly P.D. No. 1177 and 1250;
2. The Development Budget Coordination Committee to evaluate and recommend such measures as may be necessary to attain the levels of revenue, expenditure and debt necessary to meet development targets in the context of price level, domestic credit and Balance of Payments objectives.
3. The Secretary of Finance to recommend such administrative and/or revenue measures as may be necessary, to attain income targets of government.
4. All agencies to exert their utmost in complying with the accomplishment and unit cost targets indicated in this Document so as to achieve desired results with maximum efficiency, economy and effectiveness.

Done in the City of Manila, this 14th day of December, in the year of Our Lord, nineteen hundred and seventy-seven.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1977). *[Letter of Implementation Nos.: 23 - 70]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 56**

ADOPTING THE ORGANIZATION, STAFFING PATTERN AND COMPENSATION LEVELS OF GOVERNMENT FOR CALENDAR YEAR 1978

WHEREAS, funding support for the operation of the National Government for Calendar Year nineteen hundred seventy-eight, has been provided by PD No. 1250 and other appropriation laws;

WHEREAS, agency objectives, work targets, and estimates of revenue, expenditure and debt for Calendar Year 1976, including the object classification of expenditures, have been approved pursuant to PD No. 1177;

WHEREAS, a substantial portion of government expenditure requirements is for personal services;

WHEREAS, effective administration calls for the specification of the organization, staffing and compensation of government employees;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do hereby order and directed the implementation of the organization, staffing pattern and compensation levels, including basic salaries, allowances and other forms of compensation, for the National Government in accordance with this Document.

Done in the City of Manila, this 19th day of December, nineteen hundred and seventy-seven.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1977). *[Letter of Implementation Nos.: 23 - 70]*. Manila: Presidential Management Staff.



MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 57**

ADOPTING THE PROGRAM OF NON-INFRASTRUCTURE CAPITAL OUTLAYS OF THE NATIONAL GOVERNMENT FOR CALENDAR YEAR NINETEEN HUNDRED AND SEVENTY-EIGHT

WHEREAS, the national budget for CY 1978 has been authorized by P.D. No. 1250, the General Appropriations Decree, and by various continuing and automatic appropriations;

WHEREAS, the CY 1978 program for current operations have been approved under Letter of Implementation No. 55;

WHEREAS, the program of expenditure for capital outlays requires review by individual project, to ensure full support of development goals, agency objectives and programs, and regional strategies;

NOW THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines do hereby adopt the following measures to implement appropriations for capital outlays approved under P.D. No. 1250 and other pertinent laws;

1. The list of capital outlays and their corresponding obligational limits and cash estimates CY 1978, as embodied in the attached Document, is hereby approved, covering all agencies of the national government with the exception of Department of Public Works, Transportation and Communications and the Department of Public Highways.
2. The various implementing agencies shall prepare the necessary work and financial plans to expeditiously and efficiently implement the approved projects, in accordance with standard budgetary procedure.
3. Funds shall be released as are necessary to comply with the approved program: Provided, That adjustments may be made by the Commissioner of the Budget upon consultation with the Department Secretary concerned, to take into account revised cost estimates and other unforeseen circumstances and observing the policy and procedures established by P.D. No. 1177.
4. Released funds shall be used only for the projects and purposes authorized under the corresponding funds release.

Done in the City of Manila this 11th day of January, in the year of Our Lord, nineteen hundred and seventy-eight.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1978). *[Letter of Implementation Nos.: 23 - 70]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 58**

**BASIC SALARY AND ALLOWANCES OF FOREIGN SERVICE PERSONNEL IN THE DEPARTMENT OF FOREIGN AFFAIRS**

TO: The Secretary of Foreign Affairs  
The Commissioner of the Budget  
Heads of Departments with Staff Members Stationed Abroad

WHEREAS, P.D. No. 1285 and Executive Order No. 495 have been promulgated, establishing and defining a foreign service compensation plan for the national government.

WHEREAS, adjustments need to be made in the compensation structure of foreign service personnel, to take into consideration the need to rationalize the existing system, and to take into account the increased cost of living in most posts abroad:

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do hereby issue the following instructions:

1. Pursuant to P.D. No. 905, the practice of paying the basic salary of officers and employees of the Department of Foreign Affairs who are assigned abroad, at the rate of P2.00 – US\$1.00 shall be discontinued effective January 1, 1978. In lieu thereof, payment shall be made in Philippine pesos or equivalent foreign currency computed using the prevailing rates as established by the Central Bank of the Philippines.
2. The full adjustment of the salary of each class and of the Department of Foreign Affairs in accordance with the rates established under P.D. No. 905 is thereby authorized, effective January 1, 1978: Provided, That increases in salary shall be based on the class and grade to which each official and employee is actually appointed as of December 31, 1977.
3. In order to make up for the financial loss resulting from the discontinuation to the old preferential conversion rate previously applicable to salaries and allowances of foreign service personnel stationed abroad, the payment of Overseas Allowance denominated In US dollars is hereby directed follows:

Rank	Rates
a) Chief of Mission:	
Head of Diplomatic Mission	\$19,700
Others including those assigned as Consul General	17,500
b) Career Minister	14,400
c) Foreign Service Officer including those with assimilated rank:	
Class I	12,150
Class II	10,800
Class III	8,900
Class IV	7,800
d) Foreign Service Staff Officer	
Class I	7,000

Class II	6,350
Class III	5,600
e)Foreign Service Staff Employees	
Class I	4,950
Class II	4,300
Class III	3,750

4. The existing amounts and conditions of allowances granted foreign service personnel shall remain in force except as may approved by the President upon recommendation of the Secretary of Foreign Affairs and the Commissioner of the Budget.

5. The Secretary of Foreign Affairs, the Commissioner of the Budget and the heads of agencies with staff members assigned shall evaluate the compensation structure and policies pertaining to staff members of agencies other than the Department of Foreign Affairs stationed abroad and shall recommend to the President such transitional and changes as may be necessary to achieve compliance with P.D. No. 1285 and Executive Order No. 495: Provided, that no adjustments in basic salary, allowances and benefits shall be made for such agencies, pending approval of the recommendations directed under this Letter.

Done in the City of Manila, this 13th day of January, in the year of Our Lord, nineteen hundred and seventy-eight.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

Source: **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1978). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 59**

WHEREAS, to realize the objectives of Presidential Decree No. 175 and the regulations promulgated thereunder, it was found that there is need to amend such regulations:

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by the Constitution, do hereby order the amendment of Letter of Implementation No. 23, as follows:

SECTION 1. Regulation 37 of Letter of Implementation No. 23 dated July 9, 1973 is hereby amended to read as follows:

“Regulation 37. Purchase of Shares of Stocks of Rural Banks – Samahang nayon(s) and kilusang bayan(s) shall have the option to purchase government-held preferred shares of rural banks as well as common stocks therein.

For this purpose, samahang nayon(s) are authorized

to utilize the sum of money existing under their barrio guarantee fund and barrio savings fund programs. In any case, any government-held preferred shares so purchased shall be converted to voting stocks

“SEC. 2. Regulation 38 of the same Letter of Implementation is

hereby amended to read as follows:

“Regulation 38. Establishment of Rural Banks. laws and Central Bank rules and regulations, kilusang bayan(s) (a) for credit may be converted as rural banks or private development banks while samahang nayons (s) and/or kilusang bayan (s) may establish rural bank in any province or locality as the needs of members would require. Such rural banks conduct business within the area of operation of the samahang nayon(s) and/or kilusang bayan (s). Such rural banks may receive deposits from the general public: Provided, That deposits from the general public shall in no case exceed the deposits of members of such rural banks. Such rural banks shall extend loans to their members of the samahang nayon(s) and/or kilusang bayan(s).”

SEC. 3. Regulation 47 of the same letter of Implementation is hereby amended to read as follows:

“Regulation 47. Types of Kilusang Bayan – Kilusang bayan may fall under any of the following categories

1. Producers;
2. Marketing
3. Credit
4. Consumers and
5. Service

Kilusang bayan for producers are those which are organized primarily for the production of a particular product or commodity,

Kilusang bayan for marketing are those which, are engaged primarily in the marketing of products of members as well as the supply of production input.

Kilusang bayan for credit are those which are engaged in receiving deposits and granting loans, Kilusang bayan for credit singly or in association with one another, subject to pertinent banking laws and Central Bank rules and regulations may be converted as cooperative rural banks, or private development banks. Such banks may qualify for the Management Training and Assistance Program as well as Cooperative Development Loan Fund.

Kilusang bayan for consumers are those which are engaged in procuring and distributing goods to members and non-members for their mutual benefit.

Kilusang bayan for service are these which are engaged primarily in rendering service to meet special needs of members of a community and includes, among others, housing, labor and insurance cooperatives,

SEC. 4. This Letter of Implementation shall take effect immediately.

DONE in the City of Manila, this 16th day of January, in the year of Our Lord, nineteen hundred and seventy-eight.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1978). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

Office of the President  
Malacañang, Manila

**LETTER OF IMPLEMENTATION NO. 60**

**DIRECTING THE IMPLEMENTATION OF A MAJOR NATIONAL GOVERNMENT  
ACTIVITIES IN THE COUNTRYSIDE**

WHEREAS, the national government budget provides significant amounts for activities important to the countryside population;

WHEREAS, the various regions differ in national resource endowment, population characteristics and in development strategy as set in P.D. No. 1200. the National Development Plan;

WHEREAS, the old practice for pork barrel allocations must be discontinued in favor of fund allocations determined on the basis of an overall national development plan;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do hereby direct the following measures in implementation of the CY 1979 budget:

1. The regional allocation of national government expenditures as presented in the attached Document is hereby approved, covering the construction of barangay roads, repair and maintenance of roads and bridges, old to local schools, school building construction, purchase of drugs and medicines, hospital construction and renovation, and reforestation.
2. The Commissioner of the Budget shall release the funds in accordance with the approved program and shall inform all local government heads, through Provincial Governors and Mayors of Cities and Municipalities, of the projects and the corresponding amounts earmarked for their respective localities.
3. The funds shall be released in accordance with the implementation schedule contained in the attached Document, subject to availability of cash at the indicated times. The implementing agencies concerned shall comply with the project listing and implementation schedule and shall not withhold any amounts inserted for regional distribution except as may be duly authorized under P.D. No. 1177.

Done in the City of Manila, this 26th day of January, in the year of Our Lord, nineteen hundred and seventy-eight.

(Sgd.) **FERDINAND E. MARCOS**

By the President:  
(Sgd.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1978). *[Letter of Implementation Nos.: 23 - 70]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 61**

RELATIVE TO THE REGIONAL DEVELOPMENT FUND

WHEREAS, the national Government has adopted Regional Planning and Development as an instrument in accelerating national growth and development;

WHEREAS, the General Appropriations Decree provides a sum for a Regional Development Fund intended to be national government counter-part regional projects approved by the Regional Development Council (RDC);

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do hereby issue the following guidelines for the use of the capital outlays portion of the Regional Development Fund:

1.0 Purpose

- 1.1 To accelerate regional development by providing funds for economically sound projects of regional significance.
- 1.2 To encourage pooling of government resources/ capabilities for the implementation of regional projects.

2.0 Eligible Projects

The following criteria shall be satisfied for projects to be eligible for RDF funding.

2.1 The project shall be identified by the RDC as beneficial and of high priority for the socio-economic development of the region, as against projects which are of significance only to one province/city in the region.

2.2 Priority shall be given to projects which are supportive and/or part of an integrated system of projects being implemented by national agencies or local government units and which are supportive of Regional Development Plans.

2.3 Projects must be economically justifiable.

2.4 Only projects which satisfy the above-mentioned criteria and which cannot be funded entirely out of the budgets of regular government agencies shall be approved for funding under the RDF with the corresponding local government counterpart.

2.0 Limitations in the use of Regional Development Fund

Project costs that shall be covered by the RD fund together with the corresponding local counterpart shall include:

- 3.1 Direct labor charges;
- 3.2 Commodity costs identified in bills of materials;
- 3.3 Petroleum, oil and lubricants for equipment used in the project and other related direct project costs.

No overhead charges “e.g., honorarium to regular employees:” shall be charged to the RD fund.

#### 4.0 Review and approval Procedures

4.1 The various Regional Development Councils shall prepare an annual program for regional development projects. The program shall be integrated and reviewed by a Permanent Committee consisting of the heads of NEDA, DLGCD and the Budget Commission. The Committee shall make its recommendations to the President within the limits of funding availability and the priorities of the national development plan.

4.2 Project costing P4 million or more should be duly supported by a feasibility study following a format to be prescribed by the Committee, project costing below P4 million should be supported by a project profile, the format of which shall also be duly prescribed.

#### 5.0 Fund Release

Funds shall be released by the Budget Commission directly to the designated implementing agency or local government unit following a reimbursement system as shall be developed by the Department of Local Government and Community Development and the Budget Commission.

#### 6.0 Rules and Regulations

The Commissioner of the Budget shall issue the necessary rules and regulations on the use and Administration of the RD fund.

Done in the City of Manila, this 15th day of February, in the year of Our Lord, nineteen hundred and seventy-eight.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1978). *[Letter of Implementation Nos.: 23 - 70]*. Manila: Presidential Management Staff.



MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 62**

TO:	Heads of all Government Corporations and Others Concerned
	The Acting Commissioner of the Budget

Pursuant to Presidential Decree No. 985 dated August 22, 1976, the following policies, rules and regulations are promulgated as part thereof and made applicable to all government owned or controlled corporations:

**1.0 Position Classification**

1.1 A position classification system based on duties, responsibilities and qualifications requirement's patterned after that of the national position classification plan, shall be adopted by all government or controlled corporations.

1.2 The official class titles to established for positions of these government corporations shall be used for personnel, budget and financial purposes without precluding the use of organizational or other titles for internal administration public convenience, law enforcement or similar purposes.

1.3 For uniform job terminology and to facilitate the determination of comparable positions especially among the groupings of comparable government corporations, new positions that shall be created by the Governing Board of a government owned or controlled corporation shall use national government class titles. Where no appropriate national government class title covers the duties, responsibilities and qualifications requirements of positions needed to pursue agency programs, such may be created by the Governing Board subject to subsequent action thereon by the Budget Commission through the Office of Compensation and Position Classification (OCPC).

1.4 New positions shall be filled only after being classified by OCPC in accordance with OCPC classification standards.

1.5 Duties, responsibilities and qualification requirements of a position submitted in connection with requests for classification/reclassification/or reconsideration and also personnel actions needed by the Civil Service Commission in connection with processing of appointments, shall be described in the duly accomplished Position Description Form (P.D.F.) using the revised PDF identified as BG-GSC Form No. 1 as prescribed under Joint BG-GSC Memorandum Circular No. 2, s. 1976

1.6 The Plantillas of Personnel of government-owned or controlled corporations and financial institutions whether wholly supported from government funds or wholly from corporate funds, or a combination of both, shall be checked end/or reviewed by OCPC, which shall certify as to the accuracy and completeness of item number, class title and salary grade of position ; or salary allowable. The Civil Service Commission shall be furnished a copy of the certified plantilla, after which appointments may be directly submitted to the CSCJ without the necessity of coursing such appointments thru OCPC.

**2.0. Compensation**

2.1. As a general rule, existing Salary and/or Compensation Plans as of August 22, 1976, (the effectivity date of P.D. No. 985) of government-owned or controlled corporations and financial institutions shall continue to be in full force and effect. Subsequent changes of salary rates in said plans after the cut-off date, shall however be subject to evaluation and approval by the President upon the recommendation of the Budget Commission.

2.2 No reduction in pay, All officials and employees of government corporations and financial institutions, now covered by the Compensation System of the National Government under P.D. No. 985 shall continue to receive not lower than the rates of pay, including all other emoluments, that they were receiving as of August 22, 1976.

2.3 Proposed appointments of personnel at such salary rate which falls either at the minimum, within range or maximum of the salary scale, range level or grade of the position under the existing Salary and/or Compensation Plan of such Corporate entity as of August 22, 1976, but not beyond the maximum of the salary grade or range allocation of the position in said Pay Plan, may be allowed even if such salary rate is beyond or over the maximum of existing OCPC Salary Rate for similar or comparable positions.

2.4 Government corporations may continue to use their own Salary or Wage Schedules as long as these are compatible with the Compensation System of the National Government whereby the Salary or Wage Schedules ultimately shall each consist of twenty-eighty (28) salary grades, with eight (8) prescribed steps within each grade. Each grade will represent a level of work difficulty and responsibility which distinguishes it from other grades in their respective Schedules.

2.5 Notwithstanding a standardized salary or compensation system for all government employees, additional financial incentives may be established and allowed for viable and profit-making government corporations and financial institutions to be supported fully from their net earnings/profits.

2.6 The Governing Board of corporation or financial institutions may provide additional appropriations for any individual position which has been classified in accordance with OCPC standards, to bring the rate of salary of such individual position to the level of an existing comparable position in such corporation.

2.7 Salary Guidelines. Pending the establishment of Compensation Committees, as provided hereinafter, the following guidelines for profit-making/viable government corporations and financial institutions shall be adopted:

2.7.1 Capacity to pay based on income derived from its business operations or revenue generated by a corporation to support itself, without recurring infusion of financial assistance for its operations shall in the meantime be the criterion used.

2.7.2 Government corporate bodies that are unable to earn a profit or that generates less than 50% of their current operating expenditures operating revenues other than endowment, income shall be considered as regular agencies of the national government for purposes of determining applicable rates of salary, allowances and other forms of compensation, except as may otherwise be approved by the President.

2.7.3 Factors that will be considered by the Compensation Committees in the standardization of the classification of positions, the establishment of Compensation Schemes and the categorization of government corporations are as follows:

2.7.3.1 Qualifications requirements of a position and the nature of duties and responsibilities exercised in relation to comparable positions in the private sector, including availability of qualified personnel in the recruitment area.

2.7.3.2 Authorized paid-up capital/net worth/assets;

2.7.3.3 Number of authorized plantilla positions;

2.7.3.4 Net income after taxes, based on the average income of the last three consecutive years of operations.

2.7.3.5 Scope of operations, including area serviced.

2.7.3.6 Volume of business.

#### 2.7.3.7 Budget for current expenditures.

2.8 Fringe Benefits. The grant of fringe benefits to employees in government corporations and financial institutions is limited to those that are profit-making, except when specifically authorized by law or approved by the appropriate Compensation Committee as hereinafter provided.

3.0 Exceptions. The Compensation Committees may approve rates of salaries and fringe benefits other than those prescribed in these guidelines, depending on the special circumstances or conditions involved, to be decided on a case-to-case basis.

#### 4.0 Compensation Committees

4.1 Creation of Compensation Committees. To accelerate the development of Compensation and Classification Plans and implement the provisions P.D. No. 985 in government corporations and financial institutions, there is hereby created n Compensation Committee for each of the six functional groupings of Corporations, namely: 1) Financial; 2) Infrastructure/Utilities; 3) Industrial/Area Development; 4) Agricultural/Trading/Promotional; 5) Educational/Social/ Scientific and Cultural; and 6) State, Colleges and Universities.

4.2 Compensation Committees shall also be established by the Commissioner pg the Budget to cover agencies of the government which are not government corporations but are exempted partly or fully from the national compensation plans.

4.3 Composition of the Compensation Committee. Each Compensation Committee shall be composed of five (5) members with the Commissioner of the Budget's Chairman and four (4) heads of government corporations and/or financial institutions belonging to the same functional grouping, as members, who shall be chosen from among themselves end shall serve at the pleasure of the body. Each Compensation Committee shall determine the scheduled date, agenda and venue of each meeting.

#### 4.4 Functions of the Compensation Committee:

4.4.1 She Compensation Committee stall serve as the coordinating Body in the formulation and recommendation of policies and standards governing classification, compensation, allowance and incentives that shall apply to government-owned or controlled corporations and financial institutions.

4.4.2 It shall also conduct comprehensive studies, review and evaluation of the classification and compensation schemes of the various government corporations and shall determine the criteria and factors to be used therein.

4.5 The Committee of the Budget shall organize the committee machinery and issue the necessary rules and procedures relative to its functions and responsibilities. Each Compensation Committee shall be empowered to create study groups, as it may deem necessary, for the proper performance of its duties.

4.6 The Committee is hereby authorized to call on any government office, official or employee for assistance, including access to pertinent documents and data. The cooperation of all concerned is enjoined for the accomplishment of an effective and rational policy formulation on the standardization of salaries.

4.7 Budget Commission, through the Office of Compensation and Position. Classification, shall provide secretariat assistance to the Compensation Committees and shall be responsible for the implementation and enforcement of all compensation policies, rules and regulations adopted.

4.8 Members of the study groups under each Compensation Committee and members of the Secretariat of the Committee shall he entitled to receive allowances and/or per diems at rates to be determined by the Commissioner of the Budget.

5.0 Expenses. To carry out these functions, an initial amount of five hundred thousand peso (P500,000.00) is hereby authorized to be drawn from the Special Activities Fund to cover expenses during 1978.

6.0 Effectivity. This Letter of Implementation shall take effect immediately.

Done in the City of Manila, this 23rd day of February, in the year of Our Lord, nineteen hundred and seventy-eight.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1978). *[Letter of Implementation Nos.: 23 - 70]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 63**

RELATIVE TO THE PAYMENT OF COMPENSATION IN THE FOREIGN SERVICE

WHEREAS, Presidential Decree No. 1285 establishes the Foreign

Service Compensation Plan for staff members of the national government who are stationed abroad;

WHEREAS, Executive Order No. 495 promulgated the general policies applicable to it;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do hereby approve the following rules and regulations to be observed in the payment of compensation for personnel of the national government stationed abroad:

1.0 Coverage

1.1 This Letter of Implementation shall be applicable exclusively to personnel of the National government whose assignment abroad are approved by the Secretary of Foreign Affairs and whose assimilated ranks are given under the provisions of this Letter.

1.2 The Departments and agencies covered by this Letter of Implementation are the Department of Foreign Affairs, Department of National Defense, Department of Agriculture, Department of Labor, Department of Public Information, Department of Tourism, Department of Finance, National Science Development Board, the Bureau of Internal Revenue, Department of Trade and others as may be duly approved.

2.0 Salary

2.1 The salaries of all other personnel of the Philippine government stationed abroad other than those of the Department of Foreign Affairs whose basic salaries are less than the minimum of the class and grade of their assimilated ranks in accordance with the rates established under P.D. No. 905, shall, subject to availability of funds, be adjusted to the minimum of the class effective January 1, 1978.

2.2 Officers and employees other than those of the Department of Foreign Affairs whose present salaries are equal to or higher than the minimum of the class and grade of their assimilated ranks shall continue to receive their present salaries: Provided, however, that their overseas allowance shall be adjusted to the extent not to exceed the difference between the total of the minimum rates of the class and grade of their assimilated ranks as established under Presidential Decree No. 905 plus the overseas allowance prescribed for such rank under Letter of Implementation No. 58 less their present salaries.

2.3 Effective January 1, 1978, payment of salaries shall be made in Philippine pesos or its equivalent in foreign currency, computed on the basis of the prevailing exchange rates as established by the Central Bank of the Philippines.

2.4 Officers and employees outside of the Department of Foreign Affairs when recalled to the Home Office shall be paid in accordance with the national compensation plan for home office personnel and shall cease to be considered foreign service personnel for purposes of compensation.

### 3.0 Assimilated Ranks

3.1 For purposes of compensation, the assimilated ranks of agriculture, commercial, finance, revenue, labor, tourism, science, armed forces and their civil attaches and personnel of the Philippine government stationed abroad are as follows:

<u>Name of Agency</u>	<u>No. of</u> <u>Pos</u>	<u>Designation</u>	<u>Assimilated</u> <u>Rank</u>
Department of Agriculture	4	Agriculture Attache	FSO III
Department of Finance	4	Agriculture Analyst	FSSO I
Office of the Secretary Bureau of Internal Revenue	15	Revenue Attache	FSO II
	5	Revenue Attache	FSO I
	9	Revenue Representative	FSO I
	4	Assistant Revenue Representative	FSO I
	4	Assistant Revenue Representative	FSO I
Department of Labor	16	Labor Attache	FSO I
Department of National Defense	13	Colonel/Nay Captain	FSO I
	3	Lieutenant Colonel/Commander	FSO II
	4	Major/Captain/Lieutenant Commander/Lieutenant, Senior Grade	FSO III
	1	First Lieutenant/ Lieutenant, Junior Grade	FSO IV
	1	Second Lieutenant/Ensign	FSO IV
	3	Master Sergeant	FSSO I
	4	Technical Sergeant	FSSO II
	1	Staff Sergeant	FSSO III
	3	Sergeant	FSSO III
	1	Corporal	FSSE I
Department of Public Information	1	Confidential Agent	FSSO I
	17	Foreign Information Attache II	FSSO I
	3	Foreign Information Attache I	FSO II
Department of Tourism	2	Tourism Coordinator	FSO I
	12	Tourism Attache	FSO II
	14	Public Relations Officer IV	FSSO I
	13	Administrative Assistant I	FSSO II
	5	Tourism Promotion Assistant	FSSO III
Department of Trade	46	Commercial Attache	FSO I
	26	Commercial Attache	FSO II
	52	Foreign Trade Analyst	FSSO I
	1	Commercial Analyst	FSSO II
National Science Development Board	4	Science Attache	FSO I
Overseas Employment Development Board	4	Overseas Employment Researcher	FSSO I
	8	Overseas Employment Researcher	FSSO III
Philippine Overseas Construction Board	2	Commercial Attache	FSO II

3.2 Except as the President may appoint, no officer of the Philippine government stationed abroad outside of the Department of Foreign Affairs shall be assigned assimilated rank higher than Foreign Service Officer Class 1.

3.3 The assignment of assimilated rank to personnel of the Philippine Government stationed abroad shall remain with the President who shall act on the basis of the recommendation of the Secretary of foreign Affairs and the Commissioner of the Budget.

The assimilated ranks referred to in 3.1 above are for purposes of compensation only and shall not confer diplomatic rankings for purposes of protocol. Civil Attaches shall always rank after the lowest ranking Foreign Service Officer in the post.

The assimilated ranks assigned to the above positions whose incumbents are presently stationed abroad and duly accredited by the Department of Foreign Affairs shall be confirmed by the Secretary of Foreign Affairs in the manner and form to be prescribed by him.

3.4 The assimilated ranks referred to in 3.1 above are for purposes of compensation only and shall not confer diplomatic rankings for purposes of protocol. Civil Attaches shall always rank after the lowest ranking Foreign Service Officer in the post.

3.5 The assimilated ranks assigned to the above positions whose incumbents are presently stationed abroad and duly accredited by the Department of Foreign Affairs shall be confirmed by the Secretary of Foreign Affairs in the manner and form to be prescribed by him.

3.6 The assimilated ranks referred to in 3.1 above are for purposes of compensation only and shall not confer diplomatic rankings for purposes of protocol. Civil Attaches shall always rank after the lowest ranking Foreign Service Officer in the post.

#### 4.0 Overseas Allowance

4.1 The following shall be the basic annual rates of overseas allowance for all officers and employees of the Philippine government stationed abroad:

<u>Rank</u>	<u>Rates</u>
a) Chiefs of Mission	
Heads of Diplomatic Mission	\$19,700
Others including those assigned as Consul General	17,500
b) Career Ministers	14,400
c) Foreign Service Officers including those with assimilated rank	
Class I	12,150
Class II	10,800
Class III	8,900
Class IV	7,800
d) Foreign Service Staff Officers	
Class I	7,000
Class II	6,350
Class III	5,600
e) Foreign Service Staff Employees	
Class I	\$4,950
Class II	4,300
Class III	3,750

#### 4.2 Time of Payment

The overseas allowance accrues on the date of departure from Manila and ceases on the date of arrival in Manila when recalled to the Home Office; provided, however, that said allowance shall be adjusted in accordance with the DFA index on the date of arrival at the post of assignment.

#### 4.3 DFA Index

4.3.1 The following "DFA Index" as submitted by the permanent Committee created under Section 9 of the aforementioned order, shall serve as the percentage adjustment of the particular post of assignment. To arrive at the adjusted overseas allowance the rates provided under 4.1 above shall be multiplied with the corresponding DFA index, as follows:

<u>Country and Post</u>	<u>Overseas Allowance</u>	
Argentina	Buenos Aires	105%
Australia	Canberra	125
	Sydney	125
Austria	Vienna	155
Belgium	Brussels	155
Brazil	Brasilia	125
Burma	Rangoon	90
Canada	Ottawa	125
	Vancouver	125
Cuba	Havana	100%
Egypt	Cairo	100
France	Paris	155
Gabon	Libreville	140
Germany West	Bagodesberg	160
	Hanburg	160
India	New Delhi	100
Indonesia	Djakarta	115
	Menado	95
	Tarakan	90
Iran	Teheran	125
Israel	Tel Aviv	120
Italy	Rome (Holy See)	120
Japan	Tokyo	160
	Kobe	160
Kenya	Nairobi	100
Korea	Seoul	110
Laos	Vientiane	130
Libya	Tripoli	140
Malaysia	Kuala Lumpur	115
Mexico	Mexico City	100
Netherlands	The Hague	140
Nigeria	Lago	125
New Zealand	Wellington	120
Pakistan	Islamabad	100
Papua New Guinea	Port Moresly	120
Peoples Republic of China	Peking	120
Romania	Bucharest	120
Saudi Arabia	Jeddah	110
Senegal	Dakar	110
Singapore	Singapore	115
Spain	Madrid	120
Sri Lanka	Colombo	90
Switzerland	Berne	160
		160
Thailand	Bangkok	115
United Kingdom	London	130
United States	Agana	120
	San Francisco	120
	Los Angeles	120
	Seattle	115
	New Orleans	115
	Chicago	120
United States	Washington, D.C.	120%
	Honolulu	120
	New York	120



<u>Country and Post</u>	<u>Overseas Allowance</u>	
U S S R	Moscow	135
Vietnam	Hanoi	100
Yugoslavia	Belgrade	120
Hong Kong		120

4.3.3 The Permanent Committee shall recommend to the President such adjustments in the DFA index as may be warranted by changes in the exchange rates and price levels in the affected post of assignment.

#### 4.3.3 Limitation

4.3.3.1 Whenever husband and wife are both assigned in one post, the DFA index herein proscribed shall only be applicable to the overseas allowance of the spouse of the higher rank. The overseas allowance of the spouse of the lower rank shall bear no DFA index. In post of assignment where the DFA index is below 100%, the overseas allowance of both husband and wife shall be based of the corresponding DFA index as presented in 4.3.1 above.

4.3.3.2 The DPA index on overseas allowance shall not be applied while a foreign service officer or employee is enroute to his post of assignment or to Manila

### 5.0 Family Allowance

#### 5.1 Definition of Terms

When used in these rules and regulations, the following terms shall mean:

5.1.1 “family allowance” means the amount or amounts herein fixed on a per annum rate intended to assist an officer or employee living with his family at the post of assignment in meeting the incremental expenses arising from foreign assignment, computed for the dependent spouse and for un-married legal minor dependent children but not exceeding three in number.

5.1.1 “dependent spouse” means wife or husband who is legally married to, resides with, and depends upon an officer or employee for support.

5.1.3 “family” means either dependent spouse or dependent children, or both of an officer or employee, who is a citizen of the Philippines.

5.1.4 “dependent children” means legitimate, legitimated, recognized, or adopted children who reside with, and wholly depend upon, the officer or employee for support, and where such children are not more than 21 years of age, unmarried, and not gainfully employed or where such children, regardless of age, are not capable of self support because they are mentally or physically defective.

#### 5.2 Person entitled and amount

An officer or employee who is assigned abroad, except alien clerks and employees, whose family resides with his/her in the post of assignment shall be ‘entitled to commutable family allowance equivalent to:

a) US\$480 per annum for the dependent spouse and/or

b) US\$360 per annum for each dependent child but not

exceeding three in number.

The above rates of allowance shall be payable on a monthly basis which may be revised by the President upon recommendation of the Secretary of Foreign Affairs and the Commissioner of the Budget.

### 5.3 Date of accrual

The family allowance accrues on the respective dates of arrival at the post- of assignment of the dependent spouse and children of an officer or employee who join and reside with him/her thereat.

### 5.4 Termination of payment

The payment of the family allowance shall terminate:

5.4.1 upon violation duly verified, of the terms and conditions of the entitlement thereof.

5.4.2 upon departure of the officer or employee for home assignment.

5.4.3 upon the death of the spouse and attainment of majority age or emancipation of dependent children.

5.4.4 upon departure of spouse and children on authorized return to the Philippines.

### 5.5 Adjustment

There shall be a reduction of the family allowance in the following circumstances:

5.5.2 when dependent spouse becomes gainfully employed, dies, or leaves the conjugal residence in the post without intention to return or upon legal separation.

5.5.2 when the number of qualified dependent children changes by reason of death, emancipation, employment, attainment of majority age or absence from the residence at the post without intention to return.

### 5.6 Claim certificate

For every first payment of family allowance in the post and whenever there is adjustment due to the changes in family status and/or number of dependents in the post or application of new regulations, a verified certificate, approved by the head of the department, copy attached, shall be accomplished by the claimant to be used as supporting sub-voucher effecting the payment. Subsequent payrolls or cash vouchers shall bear reference to the number and date of the last payroll or cash voucher to which such certificate was attached. Such certificate shall further be supported by certified true copies of (a) marriage certificate (b) birth certificate of the dependent children and (c) proofs of date of arrival and residence of family in the post as attested by the Chief of Mission/Principal Officer.

### 5.7 Meritorious cases

Subject to the prior personal approval of the Secretary of Foreign Affairs, full allowance based on family status may be paid to any claimant:

5.7.1 who is compelled by reason of dangerous, notably unhealthful or excessively adverse living conditions which render it inadvisable for any or all the members of his family to live with him at his post; or

5.7.2 who, for the convenience of the Government, must live alone without any or all the members of his family at his post of assignment;

5.7.3 All other meritorious cases as warranted by the circumstances and the exigencies of the service.

#### 6.0 Education Allowance

6.1 Subject to the availability of funds, the Department

concerned, may reimburse, upon presentation of receipts and other evidence of payment, matriculation fees and/or tuition fees not exceeding US\$1,000 per school year for each child but not exceeding three in number, of foreign service offices or employees who are citizens of the Philippines and who are enrolled in the primary and elementary grades.

#### 6.2 Non-payment of education expenses

The following shall not be included as educational expenses, However, if included, the herein expenses shall be deducted from the tuition fees and/or matriculation fee:

- 6.2.1 papers, pencil and other similar materials
- 6.2.2 school transportation fees
- 6.2.3 board and noting
- 6.2.4 private tutor fees
- 6.2.5 vocational training or apprenticeships
- 6.2.6 examination and diploma fees

#### 6.3 Countries excluded

This allowance shall not be granted to children of foreign service personnel who are assigned to the following countries abroad:

- 6.3.1 United States of America including Guam and Honolulu
- 6.3.2 Australia
- 6.3.3 New Zealand
- 6.3.4 United Kingdom and Ireland
- 6.3.5 Canada

#### 6.4 Enrolment in the countries mentioned in item 6.3

Corollary to item 6.2 hereof, in cases of foreign service officers or employees assigned in posts where the required facilities for learning are inadequate as determined by the Department of Foreign Affairs, who decide to enrol his/her children in the country above-listed or to any other country of his/her choice, the round trip transportation cost from post of assignment to the place of schooling for each child enrolled in the primary and elementary grades but not exceeding three in number for every school year shall be borne by the Department concerned in an amount not exceeding US\$1,000 for each child in lieu of education allowance.

#### 7.0 Representation allowance

##### 7.1 Rates

Subject to availability of funds, the following shall be the annual rates of reimburseable representation allowance:

<u>Position</u>	<u>Rates</u>		
	<u>High Cost</u>	<u>Medium Cost</u>	<u>Low Cost</u>
a) Chief of Mission (not head of diplomatic mission)	\$3,000	\$2,400	\$1,800

<u>Position</u>	<u>Rates</u>		
b) Career Minister	3,000	2,400	1,800
c) FSO I	2,400	1,920	1,400
d) FSO II	2,800	1,440	1,080
e) FSO III	1,200	960	720
f) FSO IV	1,200	960	720
g) ranking FSSO	960	720	600

## 7.2 List of countries

For purposes of this allowance, the foreign service establishments are hereby categorized into high cost posts, medium cost posts and low cost posts:

Accordingly, the following classification of posts is hereby made until otherwise revised:

a) High Cost Posts: Vienna, Brussels, Paris, Libreville, Badgodesberg, Hamburg, Tokyo, Kobe, Tripoli, The Hague, Jeddah, Geneva, Moscow, Berne.

b) Medium Cost Posts: Buenos Aires, Canberra, Sydney, Brasilia, Ottawa, Vancouver, Djakarta, Teheran, Tel-Aviv, Rome, Holy See, Seoul, Vientiane, Kuala Lumpur, Lagos, Wellington, Port Moresby, Peking, Bucharest, Dakar, Singapore, Madrid, Bangkok, London, Agana, San Francisco, Los Angeles,

Seattle, New Orleans, Chicago, Washington, D.C. Honolulu, New York, Belgrade, Hongkong.

c) Low Cost Posts: Rangbon, Menado, Tarakan, Colombo, Havana, Cairo, New Delhi, Mexico City, Islamabad, Hanoi, Nairobi, Vientiane.

## 7.3 Officers entitled

Notwithstanding chiefs of mission and principal officers who are granted representation allowances under existing regulation, the following officers shall be granted reimburseable representation allowance:

7.3.1 chiefs of mission and career ministers who are not heads of the mission

7.3.2 foreign service officers

7.3.3 ranking foreign service staff officers as authorized by the Department of Foreign Affairs

## 7.4 Charged Affaires

Any foreign service officer acting as charged affairs or principal officer shall not be entitled to the allowance during the period he performs said duties temporarily, such eventuality being covered by Section 4 of Executive Order No. 495.

## 7.5 Accrual and termination

The representation allowance accrues on the first day of the month following the date of arrival at post and ceases on the end of the month of departure when recalled to the Home Office.

## 7.6 Manner of Payment

Representation allowances may be paid in advance but no earlier than the first day of the month, subject to such rules and regulations as may be approved by the Commission on Audit.

## 7.7 Expenses chargeable to representation

In addition to the specific purposes set forth in Sec. 12 of Executive Order No. 495, representation allowances may be utilized, if justified by circumstances and customs at the locality, for such other representation expenses as are allowable under existing regulations.

## 7.8 Approval of Expenditure

Expenses charged to representation must be supported by proper receipts or vouchers if the individual amount of expenditure exceeds US\$50 or its equivalent. If proofs of expenses incurred are not immediately available and they exceed US\$50, explanations satisfactory to the Commission on Audit shall be submitted and must be attached to the corresponding cash voucher. Where expenses are incurred for entertainment, the voucher must be accompanied by a statement of the officer concerned or by such proof, e.g., guest list, as may be, shown that the expenses have been made in the public interest.

## 7.9 Provisions to govern expenditures

Reimbursements or credits to cash advance accounts due to expenditures incurred for representation purposes shall be governed strictly by the foregoing provision of the above Presidential Decree and Executive Order and by applicable auditing and accounting regulations promulgated by the Commission on Audit.

## 8.0 Living Quarters Allowance

8.1 Subject to availability of funds, the following shall be the basic annual rates of living quarters allowance for officers and employees assigned abroad:

	<u>Without Family</u>	<u>With Family</u>
a) Chief of Mission		
1. Head of Mission	US\$9,900	US\$10,260
2. Others including those assigned as Consul General	8,250	8,610
b) Career Minister	5,520	5,880
c) FSO	4,860	5,220
FSO II	4,580	4,940
FSO III	3,900	4,260
FSO IV	3,510	3,870
d) FSSO I	3,000	3,360
FSSO II	2,800	3,160
FSSO III	2,620	2,980
e) FSSE I- III	2,450	2,810

## 8.2 Family status

For the purpose of this allowance, foreign service officers and employees are hereby classified as follows:

### 8.2.1 With family

Foreign service officers or employees, who are living with their spouse and dependent children defined in item 5.1 at the post of assignment or where said officer or employee lives with two or more dependents.

### 8.2.2 Without family

Upon assignment to the post, the officer or employee is single, widower or legally separated with only one dependent or married with no dependent.

### 8.3 Personnel occupying quarters on lease-purchase terms

Foreign service personnel entitled allowance occupying quarters on lease-purchase terms shall be entitled to the adjusted quarters of the rental value of the quarters: provided, that it does not exceed the allowable allowance. The Chief of Mission or Principal Officer, as the case maybe, jointly with the Administrative Officer shall certify under their official oath the rental value on the face of the cash voucher.

### 8.4 Adjustment

The living quarters allowance shall be adjusted in accordance with the following DFA index on housing until otherwise revised:

<u>Country and Post</u>	<u>Overseas Allowance</u>	
Argentina	Buenos Aires	100%
Australia	Canberra	130
	Sydney	130
Austria	Vienna	160
Belgium	Brussels	160
Brazil	Brasilia	140
Burma	Rangoon	80
Canada	Ottawa	130
	Vancouver	125
Cuba	Havana	100
Egypt	Cairo	120
France	Paris	160
Gabon	Libreville	160
Germany West	Bagodesberg	160
	Hanburg	160
Hongkong		130
India	New Delhi	90
Indonesia	Djakarta	130
	Menado	90
	Tarakan	90
Iran	Teheran	150
Israel	Tel Aviv	130
Italy	Rome (inc. Holy See)	120
Japan	Tokyo	160
	Kobe	160
Kenya	Nairobi	130
Laos	Vientiane	80
Libya	Tripoli	150
Malaysia	Kuala Lumpur	120
Mexico	Mexico City	100
Netherlands	The Hague	150
Nigeria	Lago	140
New Zealand	Wellington	130
Pakistan	Islamabad	110
Papua New Guinea	Port Moresly	130
Peoples Republic of China	Peking	110
Romania	Bucharest	130
Saudi Arabia	Jeddah	140
Senegal	Dakar	120
Singapore		120
Spain	Madrid	120
South Korea	Seoul	120

<u>Country and Post</u>	<u>Overseas Allowance</u>	
Sri Lanka	Colombo	90
Switzerland	Berne	160
	Genevea	160
Thailand	Bangkok	120
United Kingdom	London	150
United States	Agana	120
	Chicago	120
	Honolulu	120
	Los Angeles	120
	New Orleans	120
	New York	130
	San Francisco	120
	Seattle	120
United States	Washington, D.C	130
	Moscow	130
U S S R	Moscow	130
Vietnam	Hanoi	150
Yugoslavia	Belgrade	150

#### 8.5 Personnel as joint-lessee

In cases where, because of acute housing shortage or other circumstances justifying two or more foreign service personnel to rent one quarters jointly, and provided the same is previously reported to the Department concerned, the personnel concerned shall be entitled to receive only 50% of their commutable living quarters allowance, from the first day of the month following their living in the same rented quarters.

##### 8.5.1 Certification

A certificate to item 8.5 duly verified by the head of office, shall be attached to the first voucher covering payment of the 50% living quarters allowance and subsequent vouchers shall make reference to the number and date of said first payment.

#### 8.6 Accrual and termination

The living quarters allowance accrues on the first day of the month following the date of arrival at post and ceases on the end of the month following departure therefrom. No per diems shall be paid in lieu of living quarters allowance.

#### 8.7 Exceptions

Provisions to the contrary notwithstanding, the Department head concerned may authorize the payment of actual rental of quarters occupied by foreign service personnel assigned abroad in lieu of quarters allowance as may be warranted by the housing situation in the post of assignment, subject to availability of funds.

#### 9.0 Clothing Allowance

##### 9.1 Rates

Subject to availability of funds, the following shall be the annual rates of clothing allowance which varies in accordance with the climatic conditions prevailing in the post of assignment:

	<u>Rates</u>
<u>Rank</u>	<u>Tropical Zone</u> <u>Temperate Zone</u>

	<u>Rates</u>	
a) Chiefs of Mission Principal Officers	\$400	\$500
b) Foreign Service Officers	300	400
c) Foreign Service Staff Officers and Employees	200	250

9.2 For purposes of this allowance, countries falling under Temperate Zone, are those which have four seasons, namely, summer, autumn, winter and spring, while those falling under the Tropical Zone, are countries which have only two seasons namely, dry and wet seasons:

#### 10.0 Medical Allowance

##### 10.1 Rates

Foreign Service personnel and their dependent spouse and legal children not exceeding three in number as defined in 5.1.2, and 5.1.4 hereof may be required by the Department Head concerned, to subscribe to a medical insurance scheme available in the host country. Subject to availability of funds, twenty-five percent (25%) of the corresponding premiums shall be payable by the personnel concerned and seventy-five percent (75%) thereof shall be borne by the government as its contribution.

##### 10.2 Countries without medical insurance scheme

In the event of illness or injury requiring hospitalization of a foreign service personnel, not the result of vicious habits, intemperance or misconduct on his part, the government shall, subject to availability of funds, reimburse the cost of medical expenses provided that no medical insurance scheme is available in the post of assignment.

##### 10.3 Medical expenses

The medical expenses shall cover the cost of hospitalization and/or payment of the services of the attending physician, including travel expenses to and from the hospital or clinic and such other incidental expenses as may be incurred in connection with such hospitalization treatment but not to exceed the amount of US\$1,000. If the foreign service personnel is too ill to travel un-attended, the travel expenses of the attendant shall also be paid by the Department concerned.

##### 10.4 Dependents covered

Only legal dependents of those mentioned in 10.1 hereof living with the officer or employee at the post shall be entitled to the medical allowance.

##### 11.0 Foreign service officers and employees on Official consultation or detail in Manila.

Foreign service officers and employees regularly assigned abroad including Chiefs of Mission who travel to Manila on official consultation or detail shall, for the duration of the stay, be entitled to the same per diem rates prevailing for other officials and employees of the Philippine Government as recommended by the Travel Rates Committee and approved by the President. They shall be entitled to overseas allowance but not beyond thirty (30) days from date of arrival in Manila unless otherwise personally approved by the President.

##### 12.0 Foreign service officers and employees called to the Home Office.

12.1 Foreign service officer and employees who are recalled to the Home Office shall not be entitled to per diem provisions of existing regulations to the contrary notwithstanding.

##### 13.0 Taxation



13.1 Pursuant to Section 9 of Presidential Decree No. 1285, all allowances and privileges except basic salary are hereby declared as being paid to and received by the personnel concerned in furtherance of the interests of the Republic of the Philippines.

14.0 Availability of Funds

14.1 Implementation of rates of compensation, allowances and fringe benefits shall be subject to availability of funds and the programmed expenditure of the agency concerned, net of reserves.

15.0 Responsibility of the Head of Agency

15.1 The Head of Department concerned shall be held personally liable for any payment which is not in accordance with this Letter.

16.0 Supplementary Regulations

16.1 The Secretary of Foreign Affairs and the Commissioner of the Budget shall promulgate such rules and regulations as may be necessary to supplement this Letter.

17.0 Saving Clause

17.1 Notwithstanding any provisions of this Letter, nobody shall suffer any reduction in compensation with the implementation of this new system of foreign service compensation.

18.0 Effectivity

18.1 This Order shall take effect as of January 1, 1978.

Done in the city of Manila, this 16th day of March, in the year of Our Lord nineteen hundred and seventy-eight.

(SGD.) FERDINAND E. MARCOS  
Republic of the Philippines

By the President:

(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1978). *[Letter of Implementation Nos.: 23 - 70]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 64**

GRANTING TECHNICAL INCENTIVE ALLOWANCES TO CERTAIN EMPLOYEES IN THE  
GOVERNMENT ARSENAL

WHEREAS, the Arsenal plays as critical role in servicing the needs of the Armed Forces of the Philippines;

WHEREAS, the location of the Arsenal outside urban centers makes it particularly difficult to attract and retain the technical personnel essential to Arsenal operations;

WHEREAS, the operations of the Arsenal are manufacturing in character;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Republic of the Philippines, do hereby direct and instruct, pursuant to P.D. No. 985, that Technical Incentive Allowances be granted to employees in the Arsenal of the Armed Forces of the Philippines;

1. The amount of the Technical Incentive Allowances shall be fixed in accordance with the salary range of the position as follows:

a. Technical Personnel

<u>Salary Range of Position</u>	<u>Monthly Rate of Allowance</u>
R-39-R-50	P150 to P200
R-51-R-56	200 to 300
R-57-R-62	300 to 400
R-65-R-67	400 to 600
R-68-Up	600 to 800

b. Administrative and Support Services

R-62- UP	P300 to P450
R-53-R-60	200 to 350

2. The rate of allowance for position or employee shall be determined by the Secretary of National Defense in accordance with the above scales: Provided, That costs shall be charged to salary savings in the Arsenal: Provided, Further, That amount of allowance shall be determined on the basis of the duties and responsibilities and contribution of the employees to the mission of the Arsenal; Provided, Finally, That the rate of Allowance shall in no case exceed fifty (50) percent of the monthly salary of the employee.

3. Thirty days (30) after the granting of the allowance, the Secretary of National Defense shall submit to the Budget Commission, through the Office of Compensation and Position Classification, a list of the employees granted the allowance and the approved rates.

Done in the City of Manila, this 20th day of March, in the year of Our Lord, nineteen hundred and seventy-eight.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1978). *[Letter of Implementation Nos.: 23 - 70]*. Manila:  
Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 65**

WHEREAS, Presidential Decree No. 1275 was issued with the end in view of improving the quality of prosecution services through the re-structuring of the entire prosecution system, the regionalization of the service, and the rationalization of salaries of all State Prosecutors, Provincial Fiscals and City Fiscals and their Assistants; and

WHEREAS, there is a need to implement such Decree as soon as possible consistent with a smooth transition from the old set-up to the New National Prosecution Service;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do hereby order and direct the following:

1. The implementation of the salary rates provided in P. D. No. 1275 shall be by stages or phases in view of the large amount required fully the salary rates; pending the implementation of the full salary rates, the following salary scale shall apply to the State Prosecutors, Provincial Fiscals, City Fiscals and their Assistants:

Step/Grade	1	2	3	4	5	6	7
Special 40,000 per annum							
Special 38,800 per annum							
X	30,240	31,740	55,240	54,740	36,240	37,600	
IX	27,720	29,220	30,720	32,220	33,720	35,220	36,400
VIII	26,520	28,020	29,520	31,020	32,520	34,020	35,200
VII	25,320	36,820	26,320	29,820	31,320	32,820	34,000
VI	24,120	25,620	27,120	28,620	30,120	31,620	32,800
V	22,920	24,420	25,920	27,420	28,920	30,420	31,600
IV	21,720	23,220	28,720	26,220	27,720	29,220	30,400
III	20,520	22,020	25,520	25,020	26,520	28,020	29,200
II	19,320	20,820	22,320	23,820	25,320	26,820	28,000
I	18,120	19,620	21,120	22,620	24,120	25,620	26,800

2. The Secretary of Justice shall coordinate with the Commissioner of the Budget in developing standards and criteria for classifying positions of State Prosecutors and Fiscals and fixing their salaries using as basis the functions, duties, responsibilities and qualifications requirements of positions; that pending the adoption of such a system the following classes may be used in classifying positions of State Prosecutors in the National Prosecution Service:

State Prosecutor I	Grade I
State Prosecutor II	Grade II
State Prosecutor III	Grade III
State Prosecutor IV	Grade IV
State Prosecutor V	Grade V
State Prosecutor VI	Grade VI
State Prosecutor VII	Grade VII
State Prosecutor VIII	Grade VIII
Senior State Prosecutor I	Grade IX
Senior State Prosecutor II	Grade X

Assistant Regional State Prosecutor	Grade X
Regional State Prosecutor	Grade XI
Assistant Chief State Prosecutor	Grade XI
Chief State Prosecutor	Special Grade

3. Pending the adoption of that new system mentioned in Paragraph 2 herein of classifying and compensating Fiscals on the basis of functions, duties, responsibilities and qualifications required, their solar as shall be fixed in accordance with the class of the city or province of assignment. The following classes and grades shall be used in the initial implementation of the Decree:

First Class A Provinces and Cities: Except Manila, Pasay City, Quezon City and Caloocan City

Provincial/City Fiscal	Grade X
First Assistant	Grade IX
Second Assistant	Grade VIII
Third Assistant	Grade VII
Fourth Assistant	Grade VI
Other Assistants	Grade V

First Class B Provinces and Cities:

Provincial/City Fiscal	Grade IX
First Assistant	Grade VIII
Second Assistant	Grade VII
Third Assistant	Grade VI
Fourth Assistant	Grade V
Other Assistants	Grade IV

First Class C Provinces and Cities:

Provincial/City Fiscal	Grade VIII
First Assistant	Grade VII
Second Assistant	Grade VI
Third Assistant	Grade V
Fourth Assistant	Grade IV

Second Class Provinces and Cities:

Provincial/City Fiscal	Grade VII
First Assistant	Grade VI
Second Assistant	Grade V
Third Assistant	Grade IV

Third Class Provinces and Cities

Provincial/City Fiscal	Grade VI
First Assistant	Grade V
Second Assistant	Grade IV
Third Assistant	Grade III

#### Fourth Class Provinces and Cities

Provincial/City Fiscal	Grade V
First Assistant	Grade IV
Second Assistant	Grade III

#### Fifth Class Provinces and Cities

Provincial/City Fiscal	Grade IV
First Assistant	Grade III

#### For the Cities of Manila, Quezon City, Pasay City and Caloocan City

City Fiscal	Special Grade	P38,800
First Assistant	Grade X	
Second Assistant	Grade IX	
Third Assistant	Grade VIII	
Fourth Assistant	Grade VII	
Other Assistants	Grade VI	

4. Within a reasonable time from the issuance of this Letter of Implementation, the Secretary of Justice shall prepare a Staffing Pattern for the New National Prosecution Service and submit the same to the Office of the President through the Budget Commission taking into consideration the personnel and the positions required by the Service; that upon approval of that Staffing Pattern all positions currently existing in the Prosecution Service of the Department of Justice, and all positions of Provincial Fiscal, City Fiscal, their assistants whose appointments vested in the President shall be considered abolished and all present incumbents separated from the service unless re-appointed by the President in accordance with existing appointment procedures for State Prosecutors and Fiscals.

5. In the initial implementation of the Decree, all appointments shall be placed at the minimum of the salary grade.

6. It shall be understood that Staff Members and employees of the Department of Justice and the Office of the Solicitor General are employees and staff members of the Executive Branch. Hence, they shall be covered by salary rules and regulations of the Executive Branch. When Judicial ranks are used by reference to give prestige to a position in the National Prosecution Service or the Department of Justice, such rank should not be used as basis for applying salary rates or emoluments applicable to positions in the Judicial Branch.

7. Other Prosecution Attorneys whose appointment is lodged in the Secretary of Justice as well as administrative, supportive personnel and other positions not covered by this Letter of Implementation shall be covered by National Classification and Pay Plans under Presidential Decree No.935. Pending the classification by the OCPC, Prosecution attorneys may be paid at the rate of P15,000 per annum.

8. All officers and employees who may be separated or removed from the service by reason of the reorganization authorized herein shall be granted a gratuity at a rate equivalent to one month's salary for every year of continuous satisfactory service rendered, or the equivalent nearest fraction thereof favorable to them on the basis of the highest salary received: PROVIDED, That any such officer or employee already entitled to gratuity or pension under existing law shall have the option to select between said gratuity or pension and the gratuity provided for in this Decree.

9. A staffing pattern shall be developed jointly by the Secretary of Justice and the Commissioner of the Budget to implement the new organization, provided that no new positions are created thereby.

10. The Secretary of Justice shall prepare a plan for smooth transition towards the new Prosecution service, to ensure continuity in the handling of pending cases despite this reorganization.

Salary adjustments shall be made effective no earlier than April 1, 1978.

Done in the City of Manila, this 11th day of April, in the year of Our Lord, nineteen hundred and seventy-eight.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1978). *[Letter of Implementation Nos.: 23 - 70]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 66**

IMPLEMENTING PRESIDENTIAL DECREES NO. 1347 INTEGRATING THE INVESTIGATION AND RECOVERY OFFICE INTO THE OFFICE OF THE SOLICITOR GENERAL, ADJUSTING THE COMPENSATION OF PERSONNEL AND FOR OTHER PURPOSES

WHEREAS, Presidential Decree No. 1347 was issued to promote efficiency and economy in the Office of the Solicitor General by the complete integration of the Investigation and Recovery Office; and

WHEREAS, Presidential Decree No. 1347 was issued to further upgrade the quality of the personnel of the Office of the Solicitor General by increases in salary fixed on a rational basis and related to salaries in other departments, bureaus and offices of the National Government; and

WHEREAS, there is need to implement the provisions of Presidential Decree No. 1347;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Republic of the Philippines, do hereby order and direct the following manner in implementation of P.D. No. 1347;

Section 1. The organization of the Office of the Solicitor General shall be initially in accordance with the following Staffing Pattern and compensation levels (per annum)

Office of the Solicitor general

1 Solicitor General	P52,400
10 Assistant Solicitor General	42,400
1 Senior Executive Assistant I	12,000
1 Private Secretary II	13,200
1 Private Secretary I	10, 800

Legal Division

10 Solicitor VI	Grade 6
10 Solicitor V	Grade 5
10 Solicitor IV	Grade 4
10 Solicitor III	Grade 3
10 Solicitor II	Grade 2
10 Solicitor I	Grade 1
7 Trial Attorney	P16,860
7 Trial Attorney	15,000
6 Trial Attorney	12,000
1 Chief Claims & Accounts Specialist	17,718
1 Senior Claims & Accounts Specialist	15,264

Financial & Administrative Division



1 Financial & Management Chief	P14,200
1 Assistant Financial & Management Chief	12,360
1 Records Officer III	10,200
1 Senior Clerk	7,800
1 Clerk II	7,200

#### Budget Section

1 Budget Officer I	P13,200
1 Budget Examiner II	9,000
3 Clerk II	7,200

#### Accounting Section

1 Accountant III	P13,200
1 Bookkeeper II	9,000
3 Accounting Clerk II	7,200
3 Clerk II	7,200

#### Stenographers Section

1 Supervising Stenographic Reporter	P10,200
75 Senior Stenographic Reporter	8,640

#### General Services Section

1 Administrative Assistant II	P10,200
8 Clerk II	7,200
1 Duplicating Machine Operation	5,700
1 Driver-Mechanic	6,000
1 Senior Janitor	6,000
5 Janitor	5,400
6 Messenger	5,700

#### Library

1 Supervising Librarian	P10,800
3 Librarian	8,400
2 Clerk II	7,200

#### Property & Supply

1 Supply Officer III	P10,800
1 Supply Officer II	9,000
1 Clerical Aide	5,700

#### Cash

1 Cashier	P13,200
2 Senior Cash Clerk	7,920
2 Clerk II	7,200

Docket Division

1 Records Office IV	P13,200
1 Records Office III	12,000
5 Records Office II	10,200
3 Senior Clerk	8,400
4 Bindery Helper	6,000

Sec. 2. Solicitors shall be paid according to the following Salary Scale (per annum)

	Step 1	Step 2	Step 3	Step 4
Grade 6	P32,040	P33,540	P35,000	
Grade 5	27,480	28,980	30,480	P32,000
Grade 4	25,980	27,480	29,000	
Grade 3	22,980	24,480	26,000	
Grade 2	19,992	21,492	23,000	
Grade 1	18,492	20,000		

Sec. 3. In the initial implementation of the Plan, the Solicitor General shall allocate the positions of Solicitors to the levels enumerated above on the basis of qualifications, abilities, and record of service. The positions thus allocated should be placed to the step higher and nearest to its current rate, however, when such nearest step does allow an increase equal to the step interval in the Grade, the salary shall be fixed at the succeeding higher step within the Grade.

Sec. 4. Staff Members and Employees of the Office of the Solicitor General and the Department of Justice, being employees and staff members of the Executive Branch, shall be covered by salary rules and regulations of the Executive Branch. When Judicial tasks are used by reference to give prestige to a position in the Office of the Solicitor General or of the Department of Justice, such rank should not be used as basis for applying salary rates or emoluments applicable to positions in the Judicial Branch.

Sec. 5. The Office of the Solicitor General shall coordinate with the Budget Commission in developing standards and criteria of classifying and fixing the salaries of Solicitors on the basis of duties, responsibilities work assignments and qualification required, and that future increases for Solicitors shall be in accordance with such approved standards and criteria.

Sec. 6 Changes in the compensation of administrative, financial and other support positions, and Trial Attorneys appointed by the Department Secretary shall be covered by the National Classification and Compensation Plan under P.D. No. 9.85.

Sec. 7 Adjustments in the salary of personnel as a result of this Letter shall be duly communicated to the Budget Commission in the form of a plantilla of personnel, which shall be submitted within thirty days from the date hereof.

Sec. 8. The salary changes in this Letter shall be effective in January 1, 1978.

Done in the City of Manila, this 11th day of April, in the Year of Our Lord, nineteen hundred and seventy-eight.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1978). *[Letter of Implementation Nos.: 23 - 70]*. Manila:  
Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 67**

To:	The Secretary of Public Highways
	The Secretary, DPWTC
	The Administrator, NIA
	The Secretary of Agriculture
	The Directory of Public Works, and
	Others concerned

Further to Letter of Implementation No. 53, dated December 11, 1975, transferring the administration of the Philippine-Australian Development Assistance Program for Zamboanga del Sur from the Office of the President to the Department of Public Highways to be assisted by the Inter-Agency Executive Committee and Inter-Agency Technical Staff created under Memorandum Order No. 455, dated September 23, 1974, it is hereby understood that the PADAP Office created by the said Inter-Agency Executive Committee shall be the executing agency in behalf of the Philippine Government of all the integrated development projects to be implemented under the above-mentioned program for Zamboanga del Sur.

It is understood further that all funds that have already been authorized or may be authorized or may be authorized for the said development program for Zamboanga del Sur and which have been integrated or may be integrated in the respective budgets of agencies concerned shall be transferred or sub-alloted to the PADAP Office.

Done in the City of Manila, this 17th day of May, in the year of Our Lord, nineteen hundred and seventy-eight.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1978). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 68**

TO : The Secretary of Public Highways

Pursuant to Letter of Instructions No. 574, your Department is directed to appropriate, program and release immediately the necessary funds for the construction of the access road to the Philippine Tourism Authority Administration Complex in Pagsanjan, Laguna, to enable it to effectively control and supervise all boating operations in the Pagsanjan Gorge Tourist Zone. Release of P521,000.00 is ordered.

Done in the City of Manila, this 5th of June, in the year of Our Lord, nineteen hundred and seventy-eight.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1978). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

OFFICE OF THE PRESIDENT  
MALACAÑANG, MANILA

**LETTER OF IMPLEMENTATION NO. 69**

GOVERNING THE COMPENSATION STRUCTURE OF STATE COLLEGES  
AND UNIVERSITIES

WHEREAS, the state universities and colleges were exempt from the coverage of the national position classification and compensation plans prior to the issuances P.D. No. 985;

WHEREAS, the various state universities and colleges differ in staff credentials and qualifications and in position classification and compensation plans;

WHEREAS, it is necessary to affect a smooth transition between the diverse compensation programs in the various state universities of learning to standardized scheme, taking into account the differences among the institutions;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do hereby direct the following measures to implement P.D. 985 which respect to state universities and colleges:

1. Chartered state institutions of higher learning shall be grouped, for purposes of this Letter, into four categories. Existing institutions are hereby grouped as follows:

Large and established nationwide state universities

1. University of the Philippines
2. Mindanao State University

Developing state universities

1. Bicol University
2. Central Luzon State University
3. Central Mindanao University
4. Mariano Marcos State University
5. Polytechnic University of the Philippines
6. University of Eastern Philippines
7. University of Northern Philippines
8. University of Southern Mindanao

Established state colleges

Region I

1. Don Mariano Marcos Memorial State College
2. Mountain State Agricultural College

Region IV

3. Philippine College of Arts and Trades
4. Philippine Normal College

### Region VIII

5. Visayas State College of Agriculture

Developing state colleges

### Region I

1. Central Luzon Teachers College
2. Southern Ilocos Polytechnic State College

### Region II

3. Cagayan Valley College of Arts and Trades
4. Cagayan Valley Institute of Technology
5. Isabela State College of Agriculture
6. Northern Luzon State College of Agriculture
7. Nueva Vizcaya State Institute of Technology

### Region III

8. Bulacan College of Arts and Trades
9. Central Luzon Polytechnic College
10. Don Honorio Ventura College of Arts and Trades
11. Pampanga Agricultural College
12. Tarlac College of Agriculture
13. Tarlac College of Technology

### Region IV

14. Philippine Merchant Marine Academy

### Region IV-A

15. Don Severino Agricultural College
16. Pablo Borbon Memorial Institute of Technology
17. Palawan National Agricultural College
18. Palawan Teachers College

### Region V

19. Catanduanes State College

### Region VI

20. West Visayas State College

### Region VII

21. Cebu State College

### Region VIII

22. Leyte Institute of Technology
23. Leyte State College
24. Naval Institute of Technology
25. Palompon Institute of Technology

Region IX

26. Zamboanga State College

Region X

27. Bukidnon State College

Region XII

28. Children's Educational Foundation Village

2. State Colleges and universities organized subsequent to this Letter shall be grouped in accordance with the above classification and shall follow the same compensation scheme as established therein.

3. All state colleges and universities shall follow the same positions classification plan, which shall be prepared by the Office of Compensation and Position Classification of the Budget Commission to include both academic and non-teaching personnel.

4. Each category of Institute shall follow the conversation plan that is applicable to each category. The benchmark shall be the results of a salary surveys conducted by the OCPC, to which shall be upgraded the salaries of personnel of state universities and colleges:

a. The salaries of academic personnel shall be adjusted upward so as to implement the following percentages of any differences between actual salary rates and the 1976 salary survey results: large and established state universities – no adjustment; developing state universities – 80% implement and established state colleges – 80% implementation; and developing state colleges – 60% implementation.

b. Non-teaching personnel shall be upgraded upon the completion and on the basis of OCPC position classification action.

c. The salaries of Presidents and other executive and senior administrative position of the various state colleges and universities shall be determined by the Budget Commission on the basis of comparable Career Executive Service position and/or the national position classification plan in accordance with P.D. No. 985 and notwithstanding any unrestricted authority that may be granted governing boards of institutions to set such rates. Any reductions in salary shall be applicable to personnel appointed to such position after the incumbents shall have vacated the Office.

5. Additional amounts required to implement these salary adjustments shall be charged to salary savings of the institution: Provided, That any deficiencies may be charged to the Salary Adjustment Fund appropriated under P.D. No. 1250.

6. Personnel plantilla shall be prepared by each Institution and submitted to OCPC within thirty (30) days of date hereof, allowing the basis for upgrading, the necessary computation and funding sources. Payments of differential shall be made upon approval of the said plantilla by the Budget Commission.

7. The salary adjustments approved by virtue of this Letter shall be effective no earlier than January 1, 1978 or the date of organization of the state college/university, as may be approved by the governing board of each institution.



Done in the City of Manila this 8th day of June in the year of Our Lord, nineteen hundred and seventy-eight.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JUAN C. TUVERA  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1978). *[Letter of Implementation Nos.: 23 - 70]*. Manila: Presidential Management Staff.

MALACANANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 70**

IMPLEMENTING THE STAFFING PATTERN OF THE COMMISSION ON ELECTIONS, PROVIDING SOME AMENDMENTS AND PARTIALLY IMPLEMENTING THE SALARY PLAN

WHEREAS, The Commission on Elections had been the subject of an organization study under the supervision of the Chairman of the Commission on Elections pursuant to Presidential Decree No. 597 dated December 3, 1974; and

WHEREAS, the Staffing Pattern submitted by the Chairman of the Commission on Elections has been approved by the Office of the President except with regard to the proposed salary rates; and

WHEREAS, it has now become necessary to adjust the salaries of the employees of the Commission on Elections in view of their increased workload and in order to bring their salary rates abreast with salaries of employees in other Government departments, bureaus, offices and commissions which had been adjusted under the provisions of the National Classification and Pay Plans in line with the results of the 1976 Salary Survey;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by the Constitution, do hereby depose and direct:

1. That the salaries of personnel of the Commission on Elections shall be adjusted effective July 1, 1977 in accordance with rates proposed in the Staffing Pattern of that Commission under the following conditions:

1.1	The basis of the adjustment shall be the actual salary of the employee on June 30, 1977;
1.2	Unless otherwise provided in this letter of implementation, the rate of adjustment shall be:
1.1.1	For positions at 1600 monthly and below, the implementation shall be 50% of the difference between the Staffing Pattern proposal and the authorized salary under Presidential Decree No. 1050;
1.1.2	For positions above P600 monthly, the implementation shall be 30% of the difference between the Staffing Pattern proposal and the authorized salary under Presidential Decree No. 1050;
1.1.3	When positions of the same class have different authorized salary rates, some falling under the 50% implementation and others under the 30% implementation, the OCPC shall make the corresponding adjustment in level of adjustment for those below P600 monthly having in mind the position in the class that has the lowest authorized salary above P600 monthly.
1.3	Incumbents reappointed to positions of lower ranks in the Staffing Pattern shall not suffer diminution in their actual salaries.
1.4	Those appointed or promoted after the date of implementation shall be granted a salary rate equal to the lowest adjusted salary of an incumbent reappointed to the position of equal rank or classification.

2. That the provision of the Staffing Pattern on the circuitization of Election Registrars is hereby amended and repealed and that effective January 1, 1978 the provision of Presidential Decree No. 1296, otherwise known as the Election Code of 1978 stating that each city, municipality and municipal district shall have at least one Election Registrar shall apply.

3. That Election Registrars shall be classified and paid as follows:

3.1	Election Registrars I, where the number of registered voters is less than 10,000.....	P12,000. per annum
3.2	Election Registrars II, where the number of registered voters ranges from 10,000 to less than 30,000 .....	P12,516 per annum
3.3	Election Registrars III, where the number of registered voters ranges from 50,000 to less than 60,000	P13,152 per annum
3.4	Election Registrars IV, where the number of registered voters are 60,000 and above	P13,824 per annum
3.5	Provincial Election Officers	P14,532 per annum
3.6	Provided, that these factors shall be subject to review and revision by the Office of Compensation and Position Classification, Budget Commission as the number of registered voters increases and in accordance with classification factors used and applied on positions in the National Government.	

4. That these salary adjustments shall be implemented by notice of adjustment form in accordance with the one attached as “Annex I” when there is no change in the title or designation of the position,, However, in case of a change in the title or designation of the position, a new appointment shall be issued and approved through regular channels.

5. That within forty-five (4-5) days from receipt of this letter of implementation the Commission on Elections shall prepare a plant ilia adjustment form in accordance with Annex II herein implementing these salary adjustments and shall submit five (5) copies thereof to the Budget Commission through the Office of Compensation and Position Classification.

Done in the City of Manila, this 14th day of July, in the year of Our Lord, nineteen hundred and seventy-eight.

(SGD.) FERDINAND E. MARCOS  
President and Prime Minister  
Republic of the Philippines

By the President:  
(SGD.) JUAN C. TEVERA  
Presidential Assistant

*Source: Presidential Management Staff*

Office of the President of the Philippines. (1978). *[Letter of Implementation Nos.: 23 - 70]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 71**

IMPLEMENTING THE ORGANIZATION OF THE BUREAU OF INTELLIGENCE AND INVESTIGATION (BII) UNDER THE MINISTRY OF FINANCE.

Pursuant to Presidential Decree No. 1458, dated June 11, 1978, and letter dated August 18, 1978 of the President/Prime Minister creating the Bureau of Intelligence and Investigation (BII), the following directives are hereby issued for immediate implementation by the new Bureau:

1. The Anti-Smuggling Action Center (ASAC) and its Regional Offices (RASAC/DASAC) are hereby abolished effective this date;
2. All appropriations, records, equipment, properties of the abolished office shall be transferred to the appropriate divisions or units of the Bureau of Intelligence and Investigation (BII);
3. The Intelligence and investigation Division in the Ministry of Finance shall be absorbed by the Bureau Sections, units or personnel engaged in intelligence and investigation work in the bureaus and offices under the Ministry of Finance shall be placed under the operational supervision and direction of the Bureau;
4. The Commissioner of the BII with the approval of the Ministry of Finance, is hereby instructed to organize and appoint his staff and personnel of the Bureau and its regional offices and border crossing stations, in accordance with the provision of Sec 3, Presidential Decree No. 1458 and Sec, 1, Art. 1, Chapter 1, Part XIX of the Integrated Reorganization Plan. In staffing the Bureau, the Commissioner has the power to define the status, movement and progress of personnel. All positions in the BII are highly confidential in nature and incumbents thereof may be removed for loss of confidence by appropriate authority;
5. The Commissioner of the Bureau of Intelligence and Investigation is directed to organize the Finance Intelligence and Investigation Coordinating Committee (FIICC) to be composed of the heads of the different bureaus and offices under the Ministry of Finance, or their officially designated representatives, with the Commissioner of the BII as its permanent Chairman. The Committee shall be responsible for coordinating intelligence and investigation functions under the Ministry Finance;
6. In aid of its investigation and prosecution functions, the BII shall have the authority to issue subpoena and subpoena duces tecum requiring the appearance of witnesses and production of books and papers pertinent to investigation and inquiries thereby authorized, and to examine them and such other documents it shall need in relation to any matter it is required to investigate. Attorneys and investigators of the Bureau may administer oaths and take testimony in any investigation or inquiry. In the transaction of official business, other officers of the Bureau may administer such oath as may be necessary upon the written authorization of the Commissioner;
7. The Commissioner of the BII is instructed to absorb such personnel as maybe necessary from the defunct ASAC and to integrate qualified personnel from the bureaus and offices affected by P.D. No. 14-58 subject to the approval of the Minister of Finance upon prior consultation with the Director General, NISA. ASAC personnel who were terminated and/or separated by reason of non-qualification under the personnel qualification requirements of the BII shall receive termination, separation or whatever compensatory pay as provided under existing laws, Republic Acts and Presidential Decrees as maybe applicable;
8. All bureaus and offices concerned are hereby directed to extend full cooperation to the BII and to expedite actions within the provisions of existing laws on matters related to the functions of the Bureau;

9. Details of organization relating to duties and functions, responsibilities and composition of the various operating units, divisions and regional offices of the Bureau of Intelligence and Investigation (BII) shall be prepared by the Commissioner of the Bureau who shall likewise formulate the necessary policies, circulars, rules and regulations implementing P.D. No. 14-58, which shall be submitted to the Minister of Finance for approval;

10. Civil Service Rules and Regulations relative to appointments and other personnel actions; Provided, That they shall be entitled to the benefits and privileges normally accorded to government employees; and Provided further, that retired government employees who maybe employed by the Bureau in the exigency of the service shall receive allowances commensurate to the rates of the positions they are occupying;

11. In addition to the transferred appropriation, the Commissioner shall make representations with the National Treasury and the Ministry of the Budget in order to secure allotments as maybe necessary to carry out the provisions of P.D. No. 14-58 out of the unappropriated balance in the National Treasury.

DONE in the City of Manila, this 4th day of September, in the year of Our Lord, Nineteen Hundred and Seventy-eight.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JUAN C. TUVERA  
Presidential Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1978). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 72**

TRANSFERRING THE NATIONAL MANPOWER AND YOUTH COUNCIL FROM  
THE MINISTRY OF LABOR TO THE OFFICE OF THE PRESIDENT

WHEREAS, Presidential Decree No. 1, as amended and Letter of Implementation No. 15 provide that the National Manpower and Youth Council shall be attached to the Ministry of labor for policy and program coordination;

WHEREAS, the National Manpower and Youth Council has to coordinate the manpower development activities of the various government entities relative to the manpower development plan;

WHEREAS, in order to more effectively and efficiently undertake its functions, it is necessary for the National Manpower and Youth Council to be organizationally located where it shall be able to establish coordinative linkages with the various entities involved in manpower development; and

WHEREAS, Presidential Decree No. 1416 grants President continuing authority to reorganize the National Government;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by the Constitution, do hereby transfer the National Manpower and Youth Council, attached to the Ministry of Labor, to the Office of the President.

DONE in the City of Manila, this 5th day of September in the year of Our Lord, nineteen hundred and seventy-eight.

SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

Source: **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1978). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION 73**

TRANSFERRING THE MARIANO MARCOS MEMORIAL HOSPITAL SCHOOL OF NURSING IN BATAC, ILOCOS NORTE TO THE MARIANO MARCOS STATE UNIVERSITY

WHEREAS, Presidential Decree No. 1525 provided for the establishment of the Mariano Marcos Memorial Hospital School of Nursing in the Mariano Marcos Memorial Regional Hospital and Medical Center in Batac, Ilocos Norte;

WHEREAS, the Mariano Marcos State University in Batac, Ilocos Norte, is operating a school of nursing as authorized in its Charter, Presidential Decree No. 1279;

WHEREAS, there is a need to strengthen and coordinate the current efforts of the Mariano Marcos Memorial Regional Hospital and Medical Center and the Mariano Marcos State University to develop a school of nursing that is responsive and effective with highly competent staff fully supported with facilities, funds and expertise; and

WHEREAS, under Presidential Decree No. 1416 dated June 5, 1978, the President is vested with continuing authority to reorganize the National Government

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers in me vested by the Constitution, do hereby order:

SECTION 1. The Mariano Marco Memorial Hospital School of Nursing established in the Mariano Marcos Memorial Memorial Hospital and Medical Center in Batac, Ilocos Norte, is hereby transferred to and made a unit of the Mariano Marcos State University.

SEC. 2. The policies, plans and programs of the school of nursing shall be subject to the approval of the Board of Regents of the Mariano Marcos State University.

SEC. 3. The Board of regents of the University is hereby empowered to determine and create an organizational structure appropriate for the school of nursing including the number, position, and salaries of its officers and staff.

The Board shall appoint all officers, and employees of the school and shall establish a compensation scheme including allowances, honoraria and other benefits, and such other conditions of employment as it may deem proper, including the engagement and provision of services of consultants and the detail of personnel, to and from the school, as the Board may deem necessary for the development of a viable school of nursing.

SEC. 4. This Order shall take effect immediately.

DONE in the City of Manila, this 28th day of September, in the year of Our Lord, nineteen hundred and seventy-eight.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1978). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.



MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 74**

TO:	The Minister of Local Government and Community Development
	The Presidential Executive Assistant
	The Director, Philippine National Volunteer Service Coordinating Office

WHEREAS, the Philippine National volunteer Service Coordinating Office has rendered invaluable service to the country in the promotion of international peace and cooperation among nations;

WHEREAS, at present the said Office is placed under the supervision of the Ministry of Local Government and Community Development by Letter of Implementation No. 46;

WHEREAS, this set up is not ideal and to enable the organization to work more effectively in the international volunteerism movement it is necessary to place the organization under the supervision of the Office of the President; and

WHEREAS, the President is granted under Presidential Decree No. 1416 the continuing authority to reorganize the administrative structure of the government;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by the Constitution and pursuant to Presidential Decree No. 1416, do hereby transfer the supervision of the Philippine National Volunteer Service Coordinating Office to the Office of the President;

Letter of Implementation No. 46 is hereby modified accordingly.

Done in the City of Manila, this 2nd day of October, in the year of Our Lord, nineteen hundred and seventy-eight.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1978). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 75**

ADOPTING A PROGRAM OF REVENUE GENERATION AND EXPENDITURE FOR THE NATIONAL GOVERNMENT, COVERING CALENDAR YEAR 1979

WHEREAS, Batas Pambansa Blg. 1 has appropriated funds for the operation of the Philippine Government during Calendar Year nineteen hundred and seventy-nine;

WHEREAS, the effective conduct of government activities requires the determination of agency work targets and the commensurate level of funding support; and

WHEREAS, available funding for individual programs and projects has to be apportioned among the various objects of expenditures, relating agency work targets to estimated costs;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do order and direct:

1. The implementation of the budgetary programs and projects, the agency objectives and functions, the accomplishment targets, and the program of revenue generation and expenditure of the National Government, for the year nineteen hundred and seventy-nine as embodied in this Document, subject to the provisions of existing law, particularly P. D. No. 1177 and Batas Pambansa Blg. 1.
2. The Development Budget Coordination Committee to evaluate and recommend such measures as may be necessary to attain the levels of revenue, expenditure and debt necessary to meet development targets in the context of price level, domestic credit and Balance of Payments objectives.
3. The Secretary of Finance to recommend such administrative and/or revenue measures as may be necessary, to attain income targets of government.
4. All agencies to exert their utmost in complying with the accomplishment and unit cost targets indicated in this document, so as to achieve desired results with maximum efficiency, economy and effectiveness.

Done in the City of Manila, this 6th day of December, in the year of Our Lord, nineteen hundred and seventy-eight.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1978). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 76**

ADOPTING THE ORGANIZATION, STAFFING PATTERN AND COMPENSATION LEVELS OF GOVERNMENT FOR CALENDAR YEAR 1979

WHEREAS, funding support for the operation of the National Government for “Calendar Tear nineteen hundred seventy-nine, has “been provided by Batas Pambansa Blg. 1 and other appropriation laws;

WHEREAS, agency objectives, work targets, and estimates of revenue, expenditure and debt for Calendar Year 1979, including the object classification of expenditures, have been approved pursuant to P.D. No. 1177;

WHEREAS, a substantial portion of government expenditure requirements is for personal services;

WHEREAS, effective administration calls for the specification of the organization, staffing and compensation of government employees;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do hereby order and direct the implementation of the organization, staffing pattern and compensation levels, including basic salaries, allowances and other forms of compensation, for the National Government in accordance with this Document.

Done in the City of Manila, this 6th day of December, in the year of Our Lord, nineteen hundred and seventy-eight.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1978). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 77**

ADOPTING THE PROGRAM OF NON-INFRASTRUCTURE CAPITAL OUTLAYS OF THE NATIONAL GOVERNMENT FOR CALENDAR YEAR NINETEEN HUNDRED AND SEVENTY-NINE

Whereas, the national budget for CY 1979, has been authorized by Batas Pambansa Big. 1, the General Appropriations Act, and by various continuing and automatic appropriations;

Whereas, the CY 1979 program for current operations has been approved under Letter of implementation No. 75;

Whereas, the program of expenditure for capital outlays requires review by individual project to ensure full support of development goals, agency objectives and programs, and regional strategies;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do hereby adopt the following measures to implement appropriations for capital outlays approved under Batas Pambansa Blg. 1 and other pertinent laws:

1. The list of capital outlays and their corresponding obligational limits and cash estimates for CY 1979, as embodied in the attached document, is hereby approved, covering all agencies of the national government with the exception of the Ministry of Public Works, Transportation and Communications, the Ministry of Public Highways and the Ministry of Local Government and Community Development.
2. The various implementing agencies shall prepare the necessary work and financial plans to expeditiously and efficiently implement the approved projects, in accordance with standard budgetary procedure, less approved budgetary reserves.
3. Funds shall be released as are necessary to comply with the approved program: PROVIDED, That adjustments may be made by the Minister of the Budget upon consultation with the Minister concerned, to take into account revised cost estimated and other unforeseen circumstances and observing the policy, and procedure established by Batas Pambansa Blg. 1.
4. Released funds shall be used only for the projects and purposes authorized under the corresponding funds release.

Done in the City of Manila this 7th day of December, in the year of Our Lord, nineteen hundred and seventy-eight.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1978). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 78**

DIRECTING THE IMPLEMENTATION OF MAJOR NATIONAL GOVERNMENT ACTIVITIES IN THE COUNTRYSIDE

WHEREAS, the national government budget provided significant amounts for activities important to the countryside;

WHEREAS, the human settlements approach calls for location-specific projects that are consistent with local development strategy and plans and with the eleven (11) basic needs of man;

WHEREAS, the old practice of pork barrel allocations must be discontinued in favor of fund allocations determined on the basis of an overall national development plan;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do hereby direct the following measures in implementation of the CY 1979 budget;

1. The national government project schedules for the various regions/provinces/cities/municipalities of the country, as presented in the attached Document are hereby approved, covering the following areas and to accompany the basic infrastructure and other capital outlays program of the national government:

Medical Services

Construction of rural health units and barrio health stations  
Construction and improvement of hospitals and sanitarium  
Operation and maintenance of existing hospitals  
Opening and establishment of hospitals  
Distribution of drugs and medicines

Education, Culture and Technology

Construction, repair and rehabilitation of school buildings  
Construction and renovation of national high schools and colleges  
Operation and maintenance of national high schools Aid to local schools

Sports and Recreation

Promotion and financing of an integrated physical education program

Mobility

Construction, rehabilitation and improvement of national provincial, city and municipal roads and bridges  
Construction of barangay roads and bridges  
Repair and maintenance of roads and bridges

Ecological Balance

Reforestation

Shelter

Land home development and improvement  
Loan assistance

Food

Agricultural development program  
Promotion of home management and rural youth development  
Immunization, control and prevention of animal diseases  
Nationwide food assistance program

Public Buildings

Repair, rehabilitation and renovation of national government buildings  
Construction of police headquarters, stations, fire stations, jails and training centers

2. The Minister of the Budget shall release the funds in accordance with the approved program and shall inform all local government heads, through Members of the Batasang Pambansa, Provincial Governor and Mayors of Cities and Municipalities, of the projects and the corresponding amounts earmarked for their respective localities.

4. The funds shall be released in accordance with the implementation schedule contained in the attached Document, subject to availability of cash at the indicated times and to the usual budgetary reserves. The implementing agencies concerned shall comply with the project listing and implementation schedule and shall not withhold any amounts intended for regional distribution except as may be duly authorized under P.D. No. 1177.

Done in the City of Manila, this 20th day of December, in the year of Our Lord, nineteen hundred and seventy-eight.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1978). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 79**

ESTABLISHING A NATIONAL POLYTECHNIC SYSTEM ON TECHNICAL/TECHNICIAN EDUCATION  
THROUGH THE INTEGRATION OF ALL STATE-SUPPORTED INSTITUTIONS IN THE PHILIPPINES

TO :	The Minister of Education and Culture
	The Minister of Labor
	The Minister of Budget
	The Chairman, Reorganization Commission
	The Director of Higher Education
	The President, Technological University of the Philippines
	The Executive Director, Educational Development Projects Implementing Task Force (EDPITAF)

WHEREAS, it is declared a national policy to insure a continuous stream of technician graduates possessing technical capabilities supportive of the national government, and the national government is committed to provide maximum organization and budgetary support to this policy;

WHEREAS, there has been established as projects under Credit Agreement 349 PH with the World Bank, three (3) prototype technician institutes in the Philippines, namely, the Manila Technician Institute of Taguig, Metro Manila, the Bacolod Technician Institute at Talisay, Negros Occidental, and the Iligan Institute of Technology at Iligan City, and ten (10) Regional Manpower Training Centers of the National Manpower and Youth Council in various parts of the country;

WHEREAS, there is an urgent need to integrate all programs and activities of the said state-supported institutions in order to maximize the utilization of available resources towards the production of the technical manpower needs of the country;

WHEREAS, the Philippine College of Arts and Trades, pioneer of technician education in the Philippines, has been converted by the Presidential Decree No. 1518 dated June 11, 1978 into the Technological University of the Philippines to provide leadership in the education and the manpower potential in vocational, technical, industrial, technological and professional skills through a technology program of education; and

WHEREAS, it is in keeping with the best interest of technical/technician education and training in the Philippines that a national polytechnic system be organized and maintained with the Technological University of the Philippines as the apex of the system.

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by the Constitution, and so as to promptly assure and cause the establishment and effective operation of the national polytechnic system on technical/technician education and training in the Philippines, do hereby order and direct:

1. The national polytechnic system shall be organized and established with the Technological University of the Philippines as the apex of the system, and the three (3) prototype technician institutes, the ten (10) Regional Manpower Training Centers, as well as all other state-supported institutions engaged in similar program as components of the System.

2. The Manila Technician Institute and the Bacolod Technician Institute shall be maintained and operated under the administration and supervision of the Technological University of the Philippines: Provided, however, that with

respect to the Iligan Institute of Technology, which shall be administratively under the Mindanao State University, the Technological University of the Philippines shall only exercise functional supervision over: its technical/technician programs for purposes of coordination and effective operation of the System. All lands, buildings, facilities, equipment, appropriations and qualified personnel of the Manila Technician Institute and the Bacolod Technician Institutes are hereby transferred to the said University.

3. The facilities and other resources of the Regional Manpower Training Centers under the National Manpower and Youth Council as well as all trade schools under the Ministry of Education and Culture shall be made available for use by and under the National Polytechnic System.

4. The existing Technical Panel on Technical Education under the Ministry of Education and Culture shall be strengthened in order to provide a continuing systematic and rational improvement in terms of policies and standards in technical/technician education and training in the country.

5. The Minister of Education and Culture, in coordination with the other agencies concerned, shall promulgate the implementing rules to purposively and effectively carry out the purposes of this order.

This order takes effect immediately.

Done in the City of Manila, this 28th day of December, the year of Our Lord, nineteen hundred and seventy-eight.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

**Source: Presidential Management Staff**

Office of the President of the Philippines. (1978). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.



MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 80**

TO: The Ministry of Human Settlements  
The Minister of Energy

Pursuant to the provisions of Presidential Decree No. 630, dated November 27, 1975, Find in order to implement immediately the mini-hydro and dendro thermal projects under the Bagong Lipunan Sites and Services (BLISS) Program. The National Electrification Administration (NEA) is hereby transferred from the Ministry of Energy to the Office of the President with the Minister of Human Settlements as exofficio Chairman of the Board of Administrators.

Such transfer shall include applicable appropriation, records, equipment, property and such personnel as may be necessary.

This Order shall take effect immediately.

Done in the City of Manila, this 9th day of February, in the year of Our Lord, nineteen hundred and seventy-nine.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

OFFICE OF THE PRESIDENT  
Malacañang, Manila

**LETTER OF IMPLEMENTATION NO. 81**

INCREASING DFA ON OVERSEAS AND LIVING QUARTERS ALLOWANCES OFFOREIGN SERVICE PERSONNEL IN AUSTRIA, BELGIUM, FRANCE GERMANY, JAPAN, SWITZERLAND AND VIETNAM

TO: The Minister of Foreign Affairs  
The Acting Minister of the Budget  
Heads of Ministries and Agencies with Staff Members Stationed Abroad

WHEREAS, Presidential Decree No. 1285 establishes the Foreign Service Compensation Plan for staff members of the national government who are stationed abroad;

WHEREAS, Letter of Implementation 63 provides the necessary rules and regulations to be observed in the payment of compensation for personnel of the national government stationed abroad;

WHEREAS, Section 4, 3, 2 of the aforesaid Letter of Implementation 63 authorizes the Permanent Committee created for the purpose of P.D, 1285 to recommend to the President/Prime Minister such adjustments in the MFA index as may be warranted by changes in the exchange rates and price levels in the affected post of assignment;

WHEREAS, in view of the continuing serious decline; in the value of the United States dollar against such currencies as the Austrian schilling, Belgian franc, French franc, German Deutschemark, Japanese yen, Swiss franc and. Vietnam dong, officers and employees of the Philippine Foreign Service establishments in Austria, Belgium, France, Germany, Japan, Switzerland arid Vietnam have been experiencing serious financial difficulties resulting from the severe reduction in the purchasing power of the United States dollar;

WHEREAS, such, losses in purchasing power are particularly onerous for officers and employees in the Foreign Service establishments above-mentioned due to the unusually high cost of living in those countries;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President/ Prime Minister of the Philippines, do hereby approve the recommendation of the Permanent Committee to increase the MFA Index contained in Letter of Implementation 63 insofar as the overseas and living quarters allowances for the Foreign Service posts in Austria, Belgium, France, Germany, Japan, Switzerland and Vietnam are concerned, as follows:

Overseas Allowance Living Quarters Allowance

Country and Post	From	To	From	To
Austria				
Vienna	155%	185%	160%	185%
Belgium				
Brussels	155	185	160	185
France				
Par is	160	185	160	185
Germany				
Bonn	160	195	160	195
Hamburg	160	195		195
Japan				
Kobe	160	280	160	280

Tokyo	160	280	160	280
Switzerland				
Berne	160	225	160	225
Geneva	160	235	180	235
Vietnam				
Hanoi	100	115	—	—

This Order shall take effect on 1 September 1978.

Done in the City of Manila, this 12th day of February, in the year of Our Lord, nineteen hundred and seventy-nine.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JUAN C. TUVERA  
Presidential Assistant

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 82**

**ADOPTING MEASURES TO INCREASE GOVERNMENT SALARIES**

WHEREAS, the international energy crisis is expected to lead to an increase in the cost of imported oil and consequently in the general level of consumer prices;

WHEREAS, it is necessary to adjust the salaries of government officials and employees, in recognition of increases in the cost of living and to keep abreast of private sector compensation levels;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by law, do hereby direct the implementation of the following measures which increase the salary of government personnel within the limits of available funds:

Coverage

Letter of Implementation pertains to compensation in the Ministries/Bureaus/Offices/Agencies of the national government, including state universities and colleges.

Letter shall not apply to positions whose salaries are fixed by the Constitution, to Ministers or equivalent, and to those agencies and positions for which separate directives are issued, including government owned or controlled corporations, the Judiciary, military/police/uniformed personnel, and the foreign service, including service attaches. It shall apply, however, to civilian personnel occupying positions in the Ministry of National Defense who are covered by the national position and classification plans.

The Career Executive Service and positions declared as equivalent shall not be covered by these measures.

General Approach

1. The results of the latest salary survey conducted by the Ministry of the Budget, Office of Compensation and Position Classification shall be implemented, so as to narrow the gap between private and public sector compensation.

2. Special plans are being approved, in lieu of the general implementation of Salary Survey results, (a) for agents and positions which have recently received salary adjustments as advance implementation of the Salary Survey results, (b) for agencies or positions in which unusual circumstances prevail, and (c) for agencies or positions which do not follow national compensation and positions classification plan.

3. The Minister of the Budget, the Minister of Public Highways and the Minister of Public Works, Transportation and Communications shall study and recommend on the implementation of the minimum wage for itemized, positions and for temporary personnel hired for capital projects.

Salary Survey Implementation

4. The salaries of classes/positions in the national compensation and classification plans shall be upgraded to the first step of an increased salary range as follows:

Positions Assigned to <u>Salary Range</u>	<u>Increase</u>
35 to 39	three salary ranges
40 to 43	four salary ranges
44 to 48	five salary ranges
49 and above	six salary ranges

Provided, That this upgrading shall not apply to agencies or positions for which separate measures are being adopted; Provided, Further, That differentials in salary steps arising from merit increases granted under LOI No. 562 shall be maintained; Provided, Finally, That the salary of an employee who would otherwise receive an increase of less than one step shall be adjusted by one additional step.

#### Advance Implementation of Salary Survey Results

5. A one-step salary increase shall be allowed those employees who have already received salary adjustments as advance implementation of the Salary Survey results, or who are covered by special salary plans, except as may be otherwise provided in this Letter or other Directive.

6. This one-step increase shall apply to teachers, labor arbiters, motor vehicles registrars, personnel in the airways operations and engineering groups, and other positions whose salaries have been similarly adjusted.

7. The salaries of personnel in agencies that have special salary plans shall be increased to the next higher step in the national salary plan; Provided, That one additional step shall be granted personnel who would otherwise receive less than a one-step increase. This rule shall apply to agencies including the Commission on Elections, the Bureau of Internal Revenue, the Bureau of Customs, the Government Corporate Counsel, the Batasang Pambansa the Office of the Solicitor General, and the national Prosecution Service, but shall exclude those positions otherwise covered by separate Directives.

#### State Universities and Colleges

8. The executive positions in state universities and colleges shall be entitled to a 5% increase, on the basis of actual salaries appearing in the CY 1979 Personal Services Itemization or as duly authorized pursuant to P.D. No. 985. Teaching positions in state universities and colleges shall be entitled to a one-step increase, likewise on the basis of the CY 1979 Personal Services Itemization or as duly approved pursuant to P.D. No. 985. Non-teaching positions in developed-state universities, as defined in Letter of Implementation No. 69, shall be entitled to 5% increase. The salaries of non-teaching positions in developing state universities and in state colleges shall be adjusted in accordance with Item No. 4 hereof.

#### Allowances and Other Compensation

9. No additional compensation shall be paid to any employee of the national government, including those of state universities and colleges, in the form of incentive pay or allowance, transportation allowance, cost of living allowance, bonus, or other forms of additional compensation, except as may be authorized pursuant to P. D. No. 985, P.D. No. 398 (as amended), P.D. No. 915, P.D. No. 1571, P.D. No. 1578, B.P. No. 1, or LOI No. 577.

10. The allowances authorized prior to January 1, 1979 and which were abolished or reduced by Sec. 20 of B.P. No. 1 shall be reviewed by the Minister of the Budget, who shall recommend on necessary adjustments as measures supplementary to this Letter.

#### Non-Itemized Positions

11. The compensation of contractual employees may be adjusted only when duly approved under Ministry of the Budget/ Civil Service Commission Joint Circular No. 3.

12. Persons holding non-itemized positions which have been classified under the national compensation and classification plans shall be entitled to the adjustments provided by item No. 4 hereof.

#### Funding

13. The amounts appropriated for salary increases which incorporated in the budgets of national government offices shall be used for the salary adjustments directed by this Letter. Any deficiency shall be covered by salary lapses and other personal services savings of the ministry/bureau/office/ agency or state university or college concerned. Any remaining deficiency shall be covered by the Salary Adjustment Fund in the CY 1979 General Appropriations Act and from budgetary reserves.

#### Effective Date

14. The salary increases authorized in this Letter shall take effect on May 1, 1979.

#### Rules and Regulations

15. The rules and regulations needed to comply with this Letter shall be formulated and issued by the Minister of the Budget.

Done in the City of Manila, this 31st day of March, nineteen hundred and seventy-nine.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JUAN C. TUVERA  
Presidential Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 83**

**UPGRADING THE PHYSICIAN GROUP OF POSITIONS IN THE NATIONAL GOVERNMENT**

WHEREAS, the international energy crisis is anticipated to lead to an increase in the price of oil and consequently in the cost of living.

WHEREAS, there exists a big gap in the salary of government and private sector physicians;

WHEREAS, it is necessary to adjust the salary of government employees to allow them to cope with increased costs;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by law, do hereby order the implementation of the following measures to upgrade the compensation of physician classes of positions in the national government:

1. The minimum salary of the lowest-level physician position in the service of the national government shall be increased from P692 a month to P1,043 a month;
2. The physician classes of positions covered by the national compensation and classification plans shall be upgraded as follows, in lieu of the salary increases directed under Letter of Implementation No. 82.

<u>Groups / Classes</u>	<u>Present Range</u>	<u>Upgraded Range</u>
<b><u>MEDICAL OFFICER GROUP</u></b>		
Examining Physician	52	62
Junior Physician	52	62
Clinic Physician	55	65
Compensation Rating Medical Officer	55	65
Medical Training Officer I	55	65
Epidemiologist	57	66
Medico-Legal Officer	57	66
Mobile Radiologist	57	66
Psychiatrist	57	66
Quarantine Medical Officer	57	66
Resident Physician	57	66
Rural Health Physician	57	66
Senior Clinic Physician	57	66
School Division Medical Officer	57	66
Aviation Medical Officer	59	67
Clinic Supervisor I	59	67
Medical Services Supervisor I	59	67
Medical Training Officer II	59	67
Senior Compensation Rating Medical Officer	59	67
Senior Epidemiologist	59	67
Senior Medico-Legal Officer	59	67
Senior Quarantine Medical Officer	59	67

Senior Resident Physician	59	67
NBI Medical Officer	59	67
Health Planning Officer	59	67
Health Project Evaluation Officer	59	67
Assistant City Health Planning Officer I	60	68
Assistant Provincial Health Officer I	60	68
Assistant Provincial Health Officer II	61	69
Senior Health Planning Officer	61	69
Senior Health Project Evaluation Officer	61	69
Chief of Hospital I	62	70
Medical Services Supervisor II	62	70
Medical Specialist I	62	70
Supervision Medico-Legal Officer	62	70
Supervision Resident Physician	62	70
Chief of Sanitarium I	62	70
Pharmacologist	62	70
Assistant Provincial Health Officer III	62	70
NBI Medical Center Chief	62	70
Chief Quarantine Medical Officer	62	70
Overseas Employment Medical Officer	62	70
Supervising Health Planning Officer	64	71
Supervising Health Project Evaluation Officer	64	71
Civil Defense Medical Adviser	65	72
Chief Compensation Rating Medical Officer	65	72
Chief of Hospital II	65	72
Hospital Department Head	65	72
Medical Specialist II	65	72
Chief of Sanitarium II	65	72
City Health Officer I	65	72
Provincial Health Officer I	65	72
Chief of Medical Division I	66	73
Medical Specialist III	66	73
Chief of Sanitarium III	66	73
Assistant Chief of Hospital IV	66	73
Assistant Chief of Medical Professional Staff	66	73
Provincial Health Officer II	66	73
City Health Officer II	66	73
Chief of Medico-Legal Officer	67	74
Chief of Clinics	67	74
Chief of Hospital III	67	74
Chief of Medical Division II	67	74
Medical Adviser	67	74
Chief of Sanitarium IV	67	74
Civil Air Surgeon	67	74
Chief of Medical Professional Staff	67	74
NBI Rehabilitation Center Assistant Administrator	67	74
Provincial Health Officer III	67	74
City Health Officer III	67	74
Physician to the President	68	75
Chief of Medical Division III	68	75
Chief of Hospital IV	68	75
Chief of Health Project Evaluation Officer	68	75
Chief Health Statistician	68	75
Chief Health Planning Officer	68	75
NBI Rehabilitation Center Administrator	71	75-4th step
Assistant Chief Compensation Rating Medical Center	62	70



Medical Standards Adviser	62	70
University Medical Supervisor	65	72
Assistant Chief, National Mental Hospital	68	75
Chief Treatment and Rehabilitation Officer	68	75
Assistant Chief, National Orthopedic Hospital	68	75
Dermatology Assistant Project Director	68	75
Chief, National Children's Hospital	68	75
Assistant Director of Veterans Memorial Hospital	69	75-2nd step
Chief, Dr. J. Reyes Memorial Hospital	70	75-3rd step
Chief, San Lazaro Hospital	70	75-3rd step
Chief, Dr. Jose Fabella Memorial Hospital	70	75-3rd step
Chief, National Orthopedic Hospital	70	75-3rd step
Dermatology Project Director	71	75-4th step
Chief, National Mental Hospital	71	75-4th step
Public Health Specialist	71	75-4th step
Director, National Cancer Control Center	74	G-23-2nd step
Director, of Veterans Memorial Hospital	74	G-23-2nd step
EPZA Senior Clinic Physician	59	67
NBI Medico-Legal Officer	62	70
NBI Psychiatrist	63	71
NBI Senior Medico-Legal Officer	64	71
NBI Medical Specialist I	64	71
NBI Supervising Medico-Legal Officer	66	73
NBI Medical Specialist II	66	73
NBI Assistant Chief Medico-Legal Officer	68	75
NBI Chief Medico-Legal Officer	70	75-3rd step
<b><u>NUTRITION GROUP</u></b>		
Medical Nutritionist I	53	63
Medical Nutritionist II	58	67
<b><u>SCHISTOSOMIASIS CONTROL GROUP</u></b>		
Medical Parasitologist I	56	65
Medical Parasitologist II	53	71
Schistosomiasis Project Deputy	66	73
<b><u>MALARIA CONTROL GROUP</u></b>		
Malariologist	57	66
Chief Malariologist	63	71
Malaria Field Operations Chief	66	73
<b><u>MEDICARE OFFICERS GROUP</u></b>		
Medicare Officer I	57	66
Medicare Officer II	58	67
Senior Medicare Officer	60	68
Supervising Medicare Officer	62	70
Medicare Service Chief	66	73
<b><u>HEALTH AND SANITATION GROUP</u></b>		
Industrial Hygienist	56	65
Senior Industrial Hygienist	59	67

Clinical Laboratory Supervisor	58	67
<u>BACTERIOLOGY GROUP</u>		
Biologics Production Manager	68	75
<u>MEDICAL TECHNOLOGY GROUP</u>		
Chief Plasma Dehydration Laboratory	56	65
Medical and Dental Supervirsor	63	71

3. Adjustments shall not apply to positions/persons who are covered by the Career Executive Service or equivalent.
4. The Minister of the Budget shall make the necessary adjustments in cases where problems in supervisor-subordinate salary relationships arise as a result of the upgrading directed by this Letter.
5. Funds needed to implement this Letter shall be drawn from appropriations for salary increase provided in agency budgets by B. P. No. 1, Any deficiency shall be drawn from salary lapses or other personal services savings of the agency concerned. Any remaining deficiency shall be funded from the Salary Adjustment Fund provided in B.P. No. 1.
6. The salary upgradings directed by this Letter shall be effective May 1, 1979.
7. The rules and regulations needed to comply with this Letter shall be formulated and issued by the Minister of the Budget.

Done in the City of Manila, this 31st day of March, nineteen hundred and seventy-nine.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JUAN C. TUVERA  
Presidential Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
Residence of the President of the Philippines  
Manila

**LETTER OF IMPLEMENTATION NO. 84**

UPGRADING THE LAWYER GROUP OF POSITIONS IN  
THE NATIONAL GOVERNMENT

WHEREAS, the international energy crisis is anticipated to lead to an increase in the price of imported oil and consequently in the cost of living;

WHEREAS, there exists a big gap in the salary of government and private sector lawyers;

WHEREAS, it is necessary to adjust the salary of government employees to allow them to cope with increased costs.

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by law, do hereby order the implementation of the following measures to upgrade the compensation of the lawyer classes of positions in the national government;

1. The minimum salary of the lowest-level lawyer position in the service of the national government shall be increased from P658 a month to P992; a month.
2. The salary, ranges of certain lawyer classes of positions in the National Compensation and Position Classification. Plans shall be upgraded as follows, in lieu of the salary increases directed under Letter of Implementation No. 82.

<u>Group/Class</u>	<u>Present Range</u>	<u>Upgraded Range</u>
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Hearing Officer I	54	63
Hearing Officer II	56	65
Hearing Officer III	61	68
NAPOLCOM Hearing Officer	64	70
NAPOLCOM Supervising Hearing Officer	66	72
Hearing Officer IV	66	72
Chief Hearing Officer	68	73-3 <sup>rd</sup> step

Labor Relations and Conciliation Group

Mediator Arbiter	60	67
Senior Mediator Arbiter	62	69
Labor Arbitration Specialist	62	69
Supervising Mediator Arbiter	65	71
Senior Labor Arbitration Specialist	65	71
Chief Labor Arbitration Specialist	68	74

### Legal Counseling Group

Legal Officer I	51	61
Legal Officer II	54	63
PAEC Legal Officer II	55	63
NBI Legal Officer II	57	63
Legal Officer III	58	65
NBI Legal Officer III	59	65
PAEC Legal Officer III	59	65
Legal Officer IV	60	67
PAEC Legal Officer IV	61	67
Senior Legal Officer	62	69
Assistant Chief Legal Officer	65	73
WOI Assistant Chief Legal Officer	67	73
Chief Legal Officer	66	75-2 <sup>nd</sup> step
State Counsel I	66	72
Department Legal Counsel	68	75-4 <sup>th</sup> step
State Counsel II	68	74
NSDB Legal Counsel	68	75-3rd step
Special Assistant to the Secretary of Justice	69	75
NBI Chief Legal officer	70	75-2nd step
Senior State Counsel	70	75-2nd step
Overseas Employment Legal Counsel	71	75-3rd step
Senior Special Assistant to Secretary of Justice	71	75-3rd step

### Legal Research Group

Court Decision Reporter	51	61
Research Attorney I	51	61
Research Attorney II	58	65
NBI Research Attorney II	59	65
Senior Research Attorney	60	67
NBI Senior Research Attorney	61	67
Labor Appeals Research Attorney	65	71
Chief Research Attorney	65	74
NBI Chief Research Attorney	66	74

### Trial Attorneys Group

Trial Attorney I	54	63
Trial Attorney II	58	67
Trial Attorney III	62	69
Citizens Attorney	62	68
District Citizens Attorney	64	70
Trial Attorney IV	66	75-2 <sup>nd</sup>
Senior Citizens Attorney	66	72
Supervising Citizens Attorney	70	75-2 <sup>nd</sup>

3. Special allowances now received by groups of lawyers, in the government service which are inconsistent with /those established under B. P. No. 1 shall cease as of April 30, 1979, the provisions of P. D. No. 1426 and other similar decrees or directives to the contrary notwithstanding: Provided, That the resulting effective increase in total compensation shall not be less than, 5%.

4. The Minister of the Budget shall make the necessary adjustments in cases where problems in supervisor-subordinate salary relationship arise as a result of the upgrading directed by this Letter.

5. Funds needed to implement this Letter shall be drawn from appropriations for salary increases provided in agency budgets by B. P. No. 1. Any deficiency shall be drawn from salary lapses or other personal services savings of the agency concerned. Any remaining deficiency shall be funded from the Salary Adjustment Fund provided in B. P. No. 1

6. The salary upgrading directed by this Letter shall be effective May 1, 1979.

7. The rules and regulations needed to comply with this Letter shall be formulated and issued by the Ministry of the Budget.

Done in the City of Manila, this 31st day of March, nineteen hundred and seventy-nine.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JUAN C. TUVERA  
Presidential Assistant

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 85**

RELEASING THE SUM OF P15MILLION AS AID TO LOCAL GOVERNMENTS  
TO INCREASE SALARIES OF TEACHERS IN LOCAL SCHOOLS

WHEREAS, the international energy situation is such that the cost of oil and consequently the prices of consumer goods are expected to increase in the current year;

WHEREAS, special salary increases are being authorized for national school teachers;

WHEREAS, teachers in provincial, municipal, barangay and City High Schools paid from local government funds sometimes receive lower salaries than their national counterparts;

WHEREAS, there is need to assist provincial, municipal, barangay and city governments to enable them to implement necessary salary increase for local school teachers;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by law, do hereby direct:

1. The sum of P15 million shall be released from the appropriation for Budgetary Aid to Local Governments in Batas Pambansa Blg. 1, to augment the P100 million already budgeted as national aid to local schools;
2. The sum shall be allotted among schools in accordance with such guidelines and rules as may be evolved by the Joint Commission on Local Government Personnel Administration created by P.D. No. 1136 in consultation with the Minister of Education and Culture;
3. The entire amount shall be used for the purpose of local school teacher salary adjustments, which shall be effective no earlier than May 1, 1979.
4. The eight-month cost (May-December) of approved salary increases shall not exceed the P15 million herein ordered released.

Done in the City of Manila, this 31st day of March in the year of Our Lord, nineteen hundred and seventy-nine.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JUAN C. TUVERA  
Presidential Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 86**

GRANTING SALARY INCREASES TO OFFICIALS AND EMPLOYEES OF  
SPECIALIZED BOARDS AND COMMISSIONS

WHEREAS, the international energy crisis is expected to lead to an increase in the cost of imported oil and consequently in the general level of consumer prices;

WHEREAS, it is necessary to adjust the salaries of government officials and employees, in recognition of increase in the cost of living and to keep abreast of private sector compensation levels;

WHEREAS, it is necessary to give specific attention to the compensation problems of certain specialized Boards and Commissions previously exempted from the national compensation and position classification plans;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by law, do hereby Order the implementation of the following:

1. The Board of Invest clients, the Securities and Exchange Commission, the Insurance Commission, the Tariff Commission, and the Board of Energy shall follow a uniform compensation and position classification plan covering basic salary, allowances and fringe benefits, whether charged to the General Fund or to private sector assessments.
2. The Minister of the Budget shall prepare and implement such a uniform Plan, which shall be based on the current scale of basic pay and allowances of the Board of Investments.
3. A position classification and compensation plan applicable to the Boards and Commissions mentioned in item no. 1 hereof shall be prepared by the Minister of the Budget. The implementation of the plan shall be subject to the availability of funds and shall be limited to the first step of approved salary ranges in the case of agencies other than the Board of Investments.
4. Any allowances duly authorized as of December 31, 1978 and confirmed by the Ministry of the Budget, shall be restored as of January 1, 1979, pursuant to the provisions of P.D. No. 985; Provided, That official notices of individual rates of allowance shall be confirmed by the Minister of the Budget and Provided, Further, That these allowances shall be progressively incorporated in salary adjustments until these reach the standard level of the approved uniform compensation and position classification plan.
5. The amounts appropriated for salary increases which are incorporated in the budgets of the agencies concerned shall be used for the salary adjustments directed by this Letter. Any deficiency shall be covered by salary lapses and other personal services savings of the agency concerned. Any remaining deficiency shall be covered by the Salary Adjustment Fund in the CY 1979 General Appropriations Act and from budgetary reserves.
6. The salary increases authorized in this Letter shall take effect on May 1, 1979.
7. The rules and regulations necessary to comply with this Letter shall be formulated and issued by the Minister of the Budget.

Done in the City of Manila, this 31st day of March, nineteen hundred and seventy-nine.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JUAN C. TUVERA  
Presidential Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.



MALACANANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 87**

IMPLEMENTING SALARY INCREASES FOR PERSONNEL IN THE LAND REGISTRATION COMMISSION PURSUANT TO PD NO. 1529 AND THE NATIONAL COMPENSATION AND CLASSIFICATION PLAN

Whereas, Presidential Decree No. 1529 provided, among others, for the upgrading of classes/positions and salary increases of officials and employees in the Land Registration Commissions;

Whereas, it is necessary to implement the authorized upgrading in phase with the National Compensation and Position Classification Plans and within the constraints of funding availability;

NOW, THEREFORE, I, FERDINAND E. MARCOS, by virtue of the powers vested in me by law, do hereby direct the following measures to implement details of the upgrading of classes of positions and salary increases in the land Registration Commission.

1. The salaries of technical classes of positions in the Commission, including those in the Land Registration, Geodetic Engineering, and Court Operations Groups shall be adjusted to four (4) salary ranges above the full level called for under the Salary Survey otherwise implemented by Letter of Implementation No. 82.
2. The Registers of Deeds and the Deputy Register of Deeds classes in the National Classification and Compensation Plans shall be compressed into three (3) classes each, in accordance with class specifications and definitions approved pursuant to P.D. No. 985:Provided, That the resulting increase in salary shall not be less than 5%.
3. All other positions in the Commission not covered under the preceding items 1 and 2 shall be extended the increases authorized under Letters of Implementation No. 82, 83 or 84 for regular employees, physicians or lawyers as the case may be.
4. The amount appropriated for salary increases which is incorporated in the CY 1979 budget of the Land Registration Commission shall be used for the salary adjustments directed by this Letter. Any deficiency shall be covered by salary lapses and other personal services savings of the Commission. Any remaining deficiency shall be covered by the Salary Adjustment Fund in B. P. No. 1.
5. The implementation of P.D. No. 1529 shall not be immediate and shall be understood to be subject to the availability of funds and to be in phase with other agencies/ positions in the government. Accordingly, the compensation and classification plans of the Land Registration Commission shall continue to be approved pursuant to P.D. No. 985.
6. The salary increases/upgradings provided herein shall take effect on May 1, 1979.
7. The rules and regulations needed to comply with this Letter shall be formulated and issued by the Minister of the Budget.

Done in the City of Manila, this 31st day of March, nineteen hundred and seventy-nine.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JUAN C. TIVERA  
Presidential Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 88**

AUTHORIZING SALARY INCREASES FOR THE OFFICE OF THE PRESIDENT/PRIME MINISTER (PROPER) AND PRESCRIBING RULES AND REGULATIONS IN THE ADMINISTRATION OF THE CLASSIFICATION AND COMPENSATION PLANS FOR THE OFFICE OF THE PRESIDENT/PRIME MINISTER AND OTHER OFFICES

WHEREAS, the international energy crisis is expected to lead to an increase in the cost of imported oil and consequently in the general level of consumer prices;

WHEREAS, it is necessary to adjust the salaries of government officials and employees, in recognition of increases in the cost of living and to keep abreast of private sector compensation levels;

WHEREAS, the Office of the President/Prime Minister (Proper) has separate Classification and Compensation Plans;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by law, do hereby order and instruct:

1. The basic salary of all regular Sub-Career Executive Service positions in the Office of the President (Proper) shall be increased by one step in the compensation plan of the Office of the President (Proper), on the basis of the CY 1979 Personal Services Itemization.
2. The basic salary of positions, except contractual positions, which are funded from the various lump-sum appropriations of the Office of the President/Prime Minister (Proper) shall be increased by ten per cent (10%).
3. The Compensation Plan for the Office of the President/Prime Minister (Proper) shall automatically apply to all regular Sub-Career Service positions in the Office of the President/Prime Minister (Proper) and in the following agencies: (a) Presidential Management Staff, (b) the NEDA-Office of the Director-General, (c) Ministry of the Budget, (d) Commission on Population, (e) National Computer Center, (f) Philippine Overseas Construction Board, and (g) the Philippine Export Council.
4. Salary Adjustments for positions classified within the national compensation and classification plan in other agencies attached to the Office of the President shall follow those established under Letter of Implementation No. 82 or other Pertinent Directives.
5. Salary adjustments for the staff of the Presidential Assistant on National Minorities, the National Media Production Center, and unclassified positions in agencies attached to the Office of the President shall be studied and recommended upon by the Minister of the Budget in coordination with the agency heads concerned.
6. The amounts appropriated for salary increase in the agencies covered shall be used for the salary adjustments directed by this Letter. Any deficiency shall be covered by salary lapses and other personal services savings of the agency concerned. Any remaining deficiency shall be covered by the Salary Adjustment Fund in the CY 1979 General Appropriations Act.
7. The salary increase authorized in this Letter shall take effect on May 1, 1979.

8. The rules and regulations needed to comply with this Letter shall be formulated and issued by the Minister of the Budget.

Done in the City of Manila, this 31st day of March, nineteen hundred and seventy-nine.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JUAN C. TUVERA  
Presidential Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 89**

SUSPENDING THE IMPLEMENTATION OF THE PROVISIONS OF PRESIDENTIAL DECREE NO. 1464, OTHERWISE KNOWN AS "THE TARIFF AND CUSTOMS CODE OF 1978, TO APRIL 1, 1979

WHEREAS, Presidential Decree No. 1464 was promulgated on June 11, 1978;

WHEREAS, Section 3704 thereof provides that said Presidential Decree shall take effect immediately;

WHEREAS, it is necessary to provide time for the general public to familiarize itself with, the various amendments embodied thereunder;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do hereby suspend the implementation of Presidential Decree No. 1464 to April 1, 1979.

Done in the City of Manila, this 31st day of March, in the year of Our Lord, nineteen hundred and seventy-nine.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JUAN C. TUVERA  
Presidential Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 90**

INCREASING MFA INDEX ON OVERSEAS AND LIVING QUARTERS ALLOWANCE OF FOREIGN SERVICE PERSONNEL IN BONN AND HAMBURG, FEDERAL, REPUBLIC OF GERMANY.

TO :	The Minister of Foreign Affairs
	The Acting Minister of the Budget
	Heads of Ministries and Agencies with Staff
	Members Stationed Abroad.

WHEREAS, Presidential Decree No. 1285 establishes the Foreign Service Compensation Plan for Staff members of the national government who are stationed abroad;

WHEREAS, Letter of Implementation 63 provides the necessary rules and regulations to be observed in the payment of compensation for personnel of the national government stationed abroad;

WHEREAS, Section 4.3.2 of the aforesaid Letter of Implementation 63 authorizes the Permanent Committee created for the purpose of P.D. 1285 to recommend to the President/Prime Minister such adjustments in the MFA index as may be warranted by changes in the exchange rates and price levels in the affected post of assignment;

WHEREAS, in view of the continuing serious decline in the value of the United States dollar against the German Deutschmark, officers and employees of the Philippine Foreign Service establishments in Bonn and Hamburg (Federal Republic of Germany) have been experiencing difficulties resulting from the serve reduction in the purchasing power of the United States dollar and the continuing increase in the cost of living in this area;

WHEREAS, such losses in purchasing power are particularly onerous for officers and employees in the Foreign Service establishments above-mentioned due to the unusually high cost of living in the country;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President/Prime Minister of the Philippines, do hereby approved the recommendation of the Permanent Committee to increase the MFA Index contained in Letter of Implementation 63 insofar as the overseas and living quarters allowances for the Foreign Service posts in Bonn and Hamburg are concerned as follow:

<u>Country and Post</u>	<u>OVERSEAS ALLOWANCE</u>		<u>LIVING QUARTERS ALLOWANCE</u>	
	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>
Germany				
Bonn	195%	235%	195%	235%
Humburg	195%	235%	195%	235%

This Order shall take effect upon approval.

Done in the City of Manila, this 6th day of June, in year of Our Lord, nineteen hundred and seventy-nine.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 91**

**GOVERNING THE MINIMUM WAGE FOR GOVERNMENT EMPLOYEES**

Whereas, the recent oil price increase has triggered increases in prices of consumer items;

Whereas, the lowest level of employees in the national government is finding difficulty in adjusting to the present cost of living;

Whereas, the wages of employees in the private sector have already been adjusted to P13 per day pursuant to Presidential Decree No. 1614.

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do hereby order:

1. Emergency cost of living allowance (ECOLA) presently being received by employees of the national government shall be integrated into their respective existing basic wage/salary.
2. All employees in the national government, including government-owned and controlled corporations, shall receive a daily wage of not less than P13.00 per day, or a salary of P390 per month, or P4860 per annum established under P.D. No. 1614.
3. The increase in the daily wage or monthly or annual salary of an employee shall be based on the actual wage or salary including increases as a result of salary range upgradings, and percentage adjustments provided under Letters of Implementation No. 82, 35, 86 and 88, including the integrated ECOLA, but excluding subsistence, clothing, laundry and similar allowances already received.
4. Similar increases/upgradings in the wages/salaries of employees of the local government units may be implemented, subject to the availability of local funds and as the Joint Commission on Local Government Personnel Administration may authorize.
5. The rules and procedures for the proper implementation of this Letter of Implementation shall be issued by the Minister of the Budget.
6. This shall take effect on May 1, 1979.

Done in the City of Manila, this 9th day of August, nineteen hundred and seventy-nine.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JUAN C. TUVERA  
Presidential Assistant

*Source: Presidential Management Staff*



Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 92**

IMPLEMENTING IN FULL THE STAFFING PATTERN SALARY RATES OF THEN COMMISSION ON ELECTIONS

WHEREAS, the Reorganization Plan for Commission on Elections prepared and approved under Presidential Decree No. 597 prescribes new salary rates for its personnel;

WHEREAS, under Letter of Instructions No. 840, the Minister of the Budget has been directed to study the possibility of implementing in full the salary rates under that Staffing Pattern; and

WHEREAS, the Minister of the Budget has already completed his study and has submitted his recommendations:

1. The salaries of positions of the Commission on Elections shall be adjusted under the following guidelines:

a. Each position in the Comelec other than the members of the Commission whose salaries are fixed in the Constitution and the members of the Career Executive Service shall be adjusted in accordance with the provisions of Paragraph 7 of Letter of Implementation No. 82 based on the actual salary received on April 30, 1979.

b. That where the position falling under Section 1 (a) above is still below the salary rate prescribed for the position in the staffing pattern prepared and approved under Presidential Decree No. 597, such position shall be brought to the full prescribed rate: Provided, that where the staffing pattern rates does not fall on a step within a prescribed rate in the national salary scale, it shall be brought to the nearest step higher than the staffing pattern rate; Provided, Further, that where an employee had received a merit increase under the provisions of Budget Circular No. 286 and Civil Service Commission Memorandum Circular No. 3, that merit increase shall be maintained by the same number of the salary steps.

2. These salary adjustments shall be implemented by the issuance of a Plantilla Adjustment Form in the prescribed form herein attached as Annex 1.

3. The Plantilla Adjustment Form shall be certified correct on each page by the Personnel Officer/Administrative Officer and approved by the Chairman.

4. The original and five (5) copies each of the approved Plantilla Adjustment Form shall be furnish the Office of Compensation and Position Classification (OCPC). After verification, the OCPC shall furnish the Civil Service Commission (Central Office) an the Civil Service Commission Regional Office concerned a copy each of the approved Plantilla Adjustment Form which shall serve as the Plantilla Appointment proposal; and a copy to the Commission on Audit for its auditing requirements; and a copy returned to the regional offices or office of origin.

5. The salary adjustment under this Letter of Implementation is subject to appropriate adjustments if, upon review by CCPC, payments are found not in order. The recipient employee is liable to refund any overpayment without prejudice to the provisions of Section.

6. The Chairman of the Commission on Elections shall notify the employee in writing of his adjusted salary under this Letter of Implementation through a Notice of Salary Adjustment in a prescribed form herein attached as Annex "2", subject to review of proper authorities.

7. Any adjustments be the guidelines established in this Letter, as may be determined by the Minister of the Budget, shall be subject to refund by the official or employee concerned. A copy of the Notice of Salary Adjustment shall be furnished the Government Service Insurance System, if the employee is a member thereof.

8. The salary adjustment herein authorized is subject to Government Service Insurance System retirement and life insurance premiums of a member-beneficiary.

9. Cases not covered by this Letter of Implementation shall be referred to the Minister of the Budget.

10. The amounts needed to implement these salary increases shall be charged against items of appropriation incorporated in the Commission on Ejections under Batas Pambansa Blg. 1 and to salary lapses and other personal services savings.

11. The salary adjustment herein referred to shall take effect May 1, 1979.

Done in the City of Manila, this 9th day of August, in the year of Our Lord, nineteen hundred and seventy-nine.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JUAN C. TUVERA  
Presidential Assistant

*References:* Annexes 1 and 2

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 93**

ADOPTING AN INTEGRATED COMPENSATION SCHEME FOR POSITIONS IN THE JUDICIARY

WHEREAS, the Constitution directs the adoption of a standard compensation scheme in Government, which mandate is implemented by P.D. No. 985 authorizing the President to, among others, establish compensation plans for all government officials and employees;

WHEREAS, there is a need for a systematic compensation plan that recognizes and rewards efficient performance and integrity in service for members of the Bench;

WHEREAS, it is necessary to adjust the salaries of government officials and employees, in recognition of increases in the cost of living and to keep abreast of private sector compensation levels;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by the Constitution, do hereby order and instruct:

Coverage

1.0 This Letter of Implementation pertains to compensation in the Judiciary, including the Sandiganbayan. It shall not, however, apply to positions whose salaries were fixed by the Constitution.

General Approach

2.0 Separate compensation plans are hereby adopted for (a) Judicial Component of the Courts, consisting of the Court Administrator and Deputy Court Administrators, the Presiding Justices and Justices, Executive/Presiding Judges, Clerk of Court of the Supreme Court, and Judges in the various courts including the Division Clerks of Court and the Executive Officer of the Supreme Court and the Clerk of Court of the Court of Appeals; and (b) non-judicial component, consisting of Clerks of Court, Legal Officers, Stenographers, Administrative Clerical and other support services. These plans are adopted, taking cognizance of existing differences in compensation plans among the various Courts and between the Judiciary and the Executive Branch, and of the provisions in the Constitution calling for a standard government-wide compensation scheme.

Judicial Component

3.0 The following salary rates shall apply to the Court Administrators and Deputy court Administrators, the Presiding Justices and Associate Justices of the Court of Appeals and the Sandiganbayan, the Presiding/Executive Judges of the Court of Tax Appeals and the Court of Agrarian Relations Clerk of Court, Supreme Court, Judges of the other various courts and the Division Clerks of Court of the Supreme Court; the Executive Officer of the Supreme Court and the Clerk of Court of the Court of Appeals, as follows:

COMPENSATION SCALE

Grade	<u>Step A</u>	<u>Step 2</u>	<u>Step 3</u>
X	P64,476	P67,764	P71,220 per annum
IX	58,368	61,344	64,476
VIII	50,292	52,848	55,536

VII	47,855	50,292	52,848
VI	41,232	43,332	45,540
V	37,344	39,240	41,232
IV	36,624	32,184	33,816
III	25,116	26,388	27,732
II	22,728	23,892	25,116
I	20,585	21,624	22,728

4.0 The following positions in the Judiciary are hereby assigned to salary grades in the above compensation scale as follows:

Presiding Justice	Court of Appeals	Grade X
Presiding Justice	Sandiganbayan	Grade X
Associate Justice	Court of Appeals	Grade XI
Associate Justice	Sandiganbayan	Grade XI
Presiding Judge	Court of Tax Appeals	Grade VIII
Executive Judge	Court of Agrarian Relations	Grade VIII
Judge:	Court of Tax Appeals	Grade VII
	Court of Agrarian Relations	Grade VII
	Circuit Original Court	Grade VII
	Court of First Instance	Grade VII
	Juvenile & Dom. Rel. Court	Grade VII
Judge	City Court of Manila, Quezon, Caloocan, Pasay, Baguio and Cebu	Grade VI
Judge	First Class Cities other than Manila, Quezon, Caloocan, Pasay, Baguio and Cebu	Grade V

5.0 The hiring rate for each grade shall be the first step of the grade except where the official is being promoted from one position to another having overlapping salary grades in which case he shall be entitled to the step next above his salary step in the lower position.

6.0 The salary of positions covered by the scheme shall be adjusted to the first step of their respective salary grades and movement from the first step to the second step and so forth shall be in accordance with rules and regulations to be promulgated jointly by the Chief Justice of the Supreme Court and the Minister of the Budget.

7.0 The composition provided in this Letter shall constitute full compensation for justices and judges. No. official shall not draw further compensation from city, province or municipality of assignment.

8.0 These new salary rates shall not apply automatically to positions in the Executive Branch, nor to positions performing non-judicial functions in the Judiciary even though they may have been granted by statute or decree, the rank, privilege and/or salary of a Justice or Judge as the case may be.

#### Non-Judicial Component

9.0 Positions providing the courts support services in such areas as administration, legal research, stenography, security and other auxiliary services shall be covered by a National Compensation and Classification Plans under Presidential Decree No. 985. However, pending the complete classification of positions in the Judiciary, the following salary adjustments are hereby authorized:

9.1 The salary adjustment for non-judicial personnel in the Supreme Court, Court of Appeals, the Sandiganbayan, shall be determined by adding 5% to basic salary and then further increasing it to the next higher salary step in the National Compensation Plan or salary Schedule under P.D. No. 985.

9.2 The salary adjustment for non-judicial personnel in the lower courts including the Court of Tax Appeals, Juvenile and Domestic Relations Court, Court of Agrarian Relations, Courts of First Instance, Circuit Criminal Courts, City Courts and Municipal Courts shall be determined by adding 10% of the basic actual salary and then placing it at the next higher salary step in the National Compensation Plan on Salary Schedule under P.D. No. 985.

9.3 Future increases in salary shall be governed by the Provisions in P.D. No. 985.

10.0 Cost of Living Allowance. – When an employee whose salary is below P600 monthly still receives an emergency cost of living allowance under P.D. No. 390, such Emergency Cost of Living Allowance shall first be added and integrated into the basic salary before computing the step increases provided under Paragraph 9.1 and 9.2 herein.

#### Funding

11.0 The amounts appropriated or salary increases which are incorporated in the budgets of the Judiciary, shall be used for the salary adjustments directed by this Letter. Any deficiency shall be covered by salary lapses and other personal services savings of the Judiciary. Any remaining deficiency shall be covered by the salary adjustment fund in the CY 1979 General Appropriations Act and from budgetary reserves.

#### Effective Date

12.0 The salary increases authorized in this Letter shall take effect May 1, 1979.

#### Rules and Regulation

13.0 The rules and regulations needed to comply with this Letter shall be formulated and issued by the Minister of the Budget.

Done in the City of Manila, this 9th day of August, nineteen hundred and seventy-nine.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JUAN C. TUVERA  
Presidential Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 94**

**ADOPTING MEASURES TO INCREASE THE COMPENSATION OF TEACHING AND NON-TEACHING PERSONNEL OF STATE UNIVERSITIES AND COLLEGES**

Whereas, Letter of Implementation No. 69 governs the compensation structure of state universities and colleges, distinguishing between developed and developing institutions;

Whereas, Letter of Implementation No. 82 provided for salary increases in state universities and colleges;

Whereas, the University of the Philippines and Mindanao State University, classified as the only developed institutions, have existing position classification and compensation schemes that exceed those of other state universities and colleges and those of the national government (proper);

Whereas, the level of compensation in the private sector is such as to require further adjustments in the compensation levels in state universities and colleges to allow them to be competitive;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines by virtue of the powers vested in me by law, do hereby direct the following measures to implement P.D. No. 985 with respect to state universities and colleges:

Executive Positions

1. Executive positions in state universities and colleges shall be equated to comparable positions in the Career Executive Service. The Career Executive Service Board and the Ministry of the Budget shall jointly determine equivalence and shall see to the implementation of such salary adjustments as may be called for by such determination.

Teaching Positions

2. The salaries of teaching personnel in all state universities and colleges shall be adjusted by an additional three (3) steps in the national compensation plan for state universities and colleges, in addition to the salary increases approved under Letter of Implementation No. 82.

Non-Teaching Positions

3. Non-teaching personnel in all state universities and colleges shall be classified under the national compensation and position classification plans. Positions in state universities and colleges receiving less than counterparts in national government agencies shall be entitled to such adjustments as will bring them up to the level of the adjusted salary of national government employees under Letter of Implementation No. 82 to 84, as may be applicable.

4. Positions in developed state universities and colleges shall be adjusted by an additional three steps beyond those approved under Letters of Implementation No. 82 to 84, as may be applicable: Provided, That in no case may these adjustments result in a recomputed salary exceeding forty per cent (40%) more than the salary of the equivalent position in the national compensation and position classification plans.

Non-Permanent Personnel

5. The compensation of contractual, emergency and other non-permanent employees may be adjusted, observing the provisions of items 11 and 12 of Letter of Implementation No. 82. Provided, That the lump sum available for such personnel within the budget of the state university or college can absorb the necessary incremental cost.

#### Funding Source

6. The amounts appropriated for salary increases which are incorporated in the budgets of state universities and colleges shall be used for the salary adjustments directed by this Letter. Any deficiency shall be covered by salary lapses and other personal services savings of the institution concerned. Any remaining deficiency shall be covered by the Salary Adjustment Fund in the CY 1979 General Appropriations Act and from budgetary reserves.

7. No action shall be taken on the use of CY 1979 savings in personal services for agencies which are authorized to draw against the Salary Adjustment Fund.

8. Requirements to implement these additional increases during CY 1980 shall be provided for within the programmed budget ceilings of the institution, augmented by charges to the Salary Adjustment Fund where necessary.

#### Administrative Procedure

9. A plantilla of personnel shall be prepared by each institution and submitted to the Office of Compensation and Position Classification of the Ministry of the Budget within thirty (50) days hereof, showing the basis of upgrading, the necessary computations and funding sources. Payment of differentials may be immediately implemented, subject to final verification of the plantilla.

10. The rules and regulations needed to comply with this Letter shall be formulated and issued by the Minister of the Budget.

#### Effectivity

11. The salary increases directed under this Letter shall be effective as of May 1, 1979.

Done in the City of Manila, this 9th day of August, nineteen hundred and seventy-nine.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JUAN C. TUVERA  
Presidential Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.



MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 94-A**

AMENDING LETTER OF IMPLEMENTATION NO. 94 RELATIVE TO THE COMPENSATION OF TEACHING AND NON-TEACHING PERSONNEL OF STATE UNIVERSITIES AND COLLEGES

Whereas, Letter of Implementation No. 69 governs the compensation structure of state universities and colleges, distinguishing between developed and developing institutions;

Whereas, Letters of Implementation No. 82 and 94 provided for salary increases in state universities and colleges;

Whereas, it is necessary to amend LOImp. No. 94 so as to clarify certain aspects of the authorized increases and to allow certain non-teaching personnel to receive salary increases;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines by virtue of the powers vested in me by law, do hereby amend LOImp. No. 94 as follows:

Items No. 2, 4 and 10 are hereby amended to read as follows:

“2. The salary structure of teaching positions shall be recasted in accordance with the national compensation and position classification plan for state universities and colleges and salaries of teaching personnel shall be adjusted by an additional three (3) steps in the said national compensation plan or state universities and colleges, in addition to the salary increases approved under Letter of Implementation No. 82. The national salary schedule for teaching positions in state universities and colleges shall be amended to allow these increases to be implemented even for those already at the highest step.”

“4. The salary of non-teaching positions in developed state universities and colleges shall be adjusted by the equivalent of an additional three (3) steps in the national compensation plan for state universities and colleges, beyond those approved under Letters of Implementation No. 82 to 84, as may be applicable.”

“10. A plantilla of personnel and position descriptions shall be prepared by each institution and submitted to the Office of Compensation and Position Classification of the Ministry of the Budget, showing the basis of upgrading the necessary computation and funding sources. The plantilla and position descriptions shall be the basis of releases from the Salary Adjustment Fund to the institutions concerned. Differentials shall be immediately paid from funds available within each institution’s budget program, but subject to final verification of the plantilla.

Done in the City of Manila, this 20th day of September, the year of Our Lord, nineteen hundred and seventy-nine.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source: Presidential Management Staff*

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 94-B**

FURTHER AMENDING LETTER OF IMPLEMENTATION NO. 94 RELATIVE TO THE COMPENSATION OF TEACHING AND NON-TEACHING PERSONNEL OF STATE UNIVERSITIES AND COLLEGES

Whereas, Letter of Implementation No. 69 governs the compensation structure of state universities and colleges, distinguishing between developed and developing institutions;

Whereas, Letters of Implementation No. 82 and 94 provided for salary increases in state universities and colleges;

Whereas, it is necessary to amend LOImp. No. 94 so as to clarify certain aspects of the authorized increases and to allow certain non-teaching personnel to receive salary increases;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by law, do hereby further amend LOImp. No. 94 as follows:

“4. The salary of non-teaching positions in state universities and colleges shall be adjusted by the equivalent of an additional three (3) steps in the national compensation plan for state universities and colleges, beyond those approved under Letters of Implementation No. 82 to 84, as may be applicable.”

Done in the City of Manila, this 13th day of December, in the Year of Our Lord, nineteen hundred and seventy-nine.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 95**

REVISING THE MFA INDICES ON OVERSEAS AND LIVING QUARTERS  
ALLOWANCES OF FOREIGN SERVICE PERSONNEL

TO :	The Minister of Foreign Affairs
	The Minister of the Budget
	Heads of Ministries and Agencies with Staff Members Stationed Abroad

WHEREAS, Presidential Decree No. 1285 establishes the Foreign Service Compensation Plan for staff members of the National Government stationed abroad;

WHEREAS, Letter of Implementation No. 63 provides the necessary rules and regulations to be observed in the payment of compensation for personnel of the National Government stationed abroad;

WHEREAS, Section 4.3.2 of the aforesaid Letter of Implementation No. 63 authorizes the Permanent Committee created for the purpose of P.D. No. 1285 to recommend to the President/Prime Minister such adjustment in the MFA Index as may be warranted by changes in the exchange rates and price levels in the affected posts of assignment;

WHEREAS, in view of the continuing world-wide serious increase in price level and decline in the purchasing power of the United States dollar against certain currencies, the officers and employees of the Philippine Foreign Service have been experiencing financial difficulties;

WHEREAS, such losses in purchasing power are particularly onerous for officers and employees in the affected foreign service establishments due to the unusually high cost of living obtaining in the countries hereinafter listed:

NOW, THEREFORE, I, FERDINAND E. MARCOS;, President/Prime Minister of the Philippines, do hereby approve the recommendation of the Permanent Committee to revise the MFA Index contained in Letter of Implementation No. 63, as follows:

		<u>Overseas Allowance</u>		<u>Living Quarter Allowances</u>	
	<u>Country and Post</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>
Afghanistan	Kabul	—	120%	—	130%
Argentina	Buenos Aires	105%	140	100%	140
Australia	Canberra	125	140	130	160
	Melbourne	—	140	—	140
	Sydney	125	140	130	160
Austria	Vienna	185	185	185	185
Bahrain		—	200	—	200
Belgium	Brussels	185	185	185	185
Brazil	Brasilia	125	150	140	160
Burma	Rangoon	90	90	80	80
Bulgaria	Sofia	—	130	—	130
Canada	Ottawa	125	135	130	140
	Toronto	—	135	—	140
	Vancouver	125	135	125	140
Cuba	Havana	100	120	100	140

Egypt	Cairo	100	110	120	130
France	Paris	185	185	185	185
Gabon	Libreville	140	180	160	180
Federal Rep. of Germany	Bad Godesberg Hamburg	195 195	235 235	195 195	235 235
German Democratic Republic	East Berlin	—	235	—	235
Greece	Athens	—	140	—	130
Hongkong		120	140	130	150
India	New Delhi	100	110	90	110
Indonesia	Jakarta	115	130	130	140
	Menado	95	100	90	90
	Tarakan	90	95	90	90
Iran	Teheran	125	140	150	160
Iraq	Baghdad	—	150	—	140
Israel	Tel-Aviv	120	140	130	160
Italy	Rome	120	150	120	150
	Holy See	120	150	120	150
Japan	Tokyo	280	270	280	270
	Kobe	280	270	280	270
Kenya	Nairobi	100	120	120	130
Korea	Seoul	110	120	120	130
Kuwiat	Kuwiat	—	200	—	200
Laos	Vientiane	130	130	80	80
Lebanon	Beirut	—	180	—	160
Libya	Tripoli	140	180	150	160
Malaysia	Kuala Lumpur	115%	125%	120%	135%
Mexico	Mexico City	100	130	100	130
Morocco	Rabat	—	140	—	140
Netherlands	The Hague	140	185	150	185
Nigeria	Lagos	125	160	140	140
New Zealand	Wellington	120	135	130	135
Norway	Oslo	—	185	—	185
Pakistan	Islamabad	100	110	110	120
Papua NG	Port Moresby	120	130	130	140
People Rep. of China	Peking	120	130	110	120
Poland	Warsaw	—	130	—	130
Romania	Bucharest	120	120	130	130
Saudi Arabia	Jeddah	150	160	140	170
Senegal	Dakar	110	160	120	150
Singapore	Singapore	115	130	120	135
Spain	Madrid	120	150	120	140
Sri Lanka	Colombo	90	100	90	110
Sudan	Khartoum	—	145	—	135
Switzerland	Berne	225	225	225	235
	Geneva	235	235	235	235
Sweden	Stockholm	—	185	—	185
Syria	Damascus	—	110	—	130
Taiwan	Taipei	—	120	—	120
Thailand	Bangkok	115	120	120	125
United Arab Emirates	Abu Dhabi	—	200	—	200
United Kingdom	London	130	185	150	185
U.S.A	Agana	120	130	120	140
	San Francisco	120	130	120	140
	Los Angeles	120	130	120	140
	Seattle	115	130	120	135

	New Orleans	115	130	120	135
	Chicago	120	140	120	145
	Washington	120	140	130	150
	Honolulu	120	135	120	135
	Houston	—	130	120	135
	New York	120	140	130	150
USSR	Moscow	135	150	130	145
Venezuela	Caracas	—	180	—	180
Vietnam	Hanoi	100	115	110	110
Yugislavia	Belgrade	120	140	150	160

This Order shall take effect as of August 1, 1979.

Done in the City Manila, this 9th day of August, in the year of Our Lord, nineteen hundred and seventy-nine.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JUAN C. TUVERA  
Presidential Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 96**

RATIONALIZING ALLOWANCES OF PERSONNEL IN THE JUDICIARY

WHEREAS, there are at present a number of administrative orders governing the payment of transportation and representation allowances to certain positions in the judiciary, among which are: Administrative Order No. 5, Administrative Order No. 51, and Administrative Order No. 62 of the Judiciary;

WHEREAS, there is a need for rationalizing the payment of transportation and representation allowances in the Judiciary;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by law, do hereby order and direct:

1. The Transportation and Representation allowances of Personnel in the Judiciary shall be in accordance with the following scale:

	<u>Transportation Allowance</u>	<u>Representation Allowance</u>	<u>Total</u>
<u>Supreme Court</u>			
Chief Justice	P2,000	P2,000	P4,000
Associate Justices	1,500	1,500	3,000
<u>Court of Appeals</u>			
Presiding Justice	1,900	1,900	3,800
Associate Justice	1,300	1,300	2,600
<u>Court of Tax Appeals</u>			
Presiding Judge	P250	P750	P1,000
Associate Judge	250	750	1,000
<u>Court of Agrarian Relations</u>			
Executive Judge	400	750	1,150
Judges	400	600	1,000
<u>Circuit Criminal Courts</u>			
Judges	400	600	1,000
<u>Court of First Instance</u>			
Judges	400	600	1,000
<u>Juvenilla and Domestic Relations Courts</u>			
Judges	400	600	1,000
<u>City Court</u>			
Judge (1st class cities)	350	375	725
All other city court	300	325	625
<u>Municipal Courts</u>			
Judges			
a. Metro Manila	300	130	430
b. Capitals	300	130	430
<u>Municipal Circuit Courts</u>			

a. Metro Manila	250	130	380
b. All other Circuit Courts	200	130	330
<u>Clerks of Courts</u>			
a. CFI, CCC, CAR, JDRC, Metro Manila	P300	P200	P500
b. Of other CFI's, CCC's CAR's and JDRC	250	150	400
c. Of City Courts, Metro Manila Area	250	150	400
d. Of other City Courts	200	100	300

2. Officials who are assigned official vehicles shall not receive the Transportation Allowance herein indicated.

3. The allowances provided in this Letter shall be borne exclusively by the National Government and City, Provincial and Municipal governments shall cease paying similar allowances to personnel of the Judiciary assigned in their respective areas. Officials and employees covered by this Letter shall not receive emoluments or allowances from their respective city, province, or municipality of assignment.

4. Funds needed to implement this Letter shall be drawn from savings in the current appropriations of the Judiciary for current operating expenditures.

5. This Letter of Implementation takes effect on August 1, 1979.

Done in the City of Manila, this 9th day of August, 1979.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JUAN C. TUVERA  
Presidential Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.



MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 97**

AUTHORIZING THE IMPLEMENTATION OF STANDARD COMPENSATION AND POSITION CLASSIFICATION PLANS FOR THE INFRASTRUCTURE/UTILITIES GROUP OF GOVERNMENT OWNED OR CONTROLLED CORPORATIONS

WHEREAS, pursuant to the mandate of the Constitution, P.D. No. 985 was issued to standardized compensation of government officials and employees, including those in government-owned and controlled corporations, taking into account the nature of the responsibilities pertaining to, and the qualifications required for, the positions concerned;

WHEREAS, the said Decree authorizes the adoption of additional financial incentives for viable and profit-making corporations and those performing critical functions, to be supported from net earnings and profits of such corporations;

WHEREAS, for purposes of rationalizing Compensation and Position Classification systems for groups of corporations belonging to the same functional sectoral interests which presently maintain differing compensation and position classification plans, the said Decree and subsequently LOI No. 62, created Compensation Committees to formulate and recommend policies and standards governing classification, compensation, allowances and incentives for such groups or corporations;

WHEREAS, LOI No. 841 directed the Compensation Committees to submit immediately for Presidential approval, adjustments in salary, allowances and fringe benefits as may be called for by present economic conditions for government-owned and controlled corporations;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines by virtue of the powers vested in me by law, do hereby instruct the implementation of the Uniform Position Classification and Pay Plan for the Infrastructure and Utilities group of corporations:

1. Scope of the Plan – The Position and Compensation Plans for the Infrastructure and Utilities group shall apply to the corporations in the transport, the power, the infrastructure, and the water utilities sector, as follows:

a. Transport Utilities

Philippine National Lines  
Philippine Aerospace Development Corporation  
Philippine National Railways  
Metro Manila Transit Corporation

b. Power Utilities

National Power Corporation  
National Electrification Administration  
Cavite Electric and Development Authority

c. Infrastructure Utilities

National Irrigation Administration  
Philippine Ports Authority

National Housing Authority  
Farm Systems Development Corporation  
Philippine Tourism Authority

d. Water Utilities

Local Water Utilities  
Local Water Utilities Administration  
Metropolitan Waterworks and Sewerage System

2. Position Classification – Positions shall be classified using a Point Rating System on the basis of the following factors: education, experience, analysis, problem solving and ingenuity, decisions and judgment, financial and property responsibility, responsibility for supervision, responsibility for contacts, responsibility for confidential information, physical effort, and working conditions.

The position classification plans for each of the corporations in the Infrastructure/ utilities Group shall be determined on the basis of these factors and issued by the Minister of the Budget.

3. Compensation Schedule – The schedule attached to this Letter shall comprise the compensation schedule applicable to positions paid on monthly or annual basis.

4. Salaries for Top Three Management Positions – The compensation of the executive positions in a corporation shall depend upon the asset size of the corporation and upon its overall financial performance. The maximum levels of basic salary for the top positions in the largest corporations shall be as follows:

President/General Manager/Head	P96,000
Senior Deputy General Manager	81,600

Provided, That salaries actually being received by any in excess of these rates may continue, subject to item no. 6 hereof.

5. Maximum Level Allowances and Benefits – Allowances and benefits may be provided by individual corporations but not to exceed the following schedule, subject to aggregate ceilings indicated in item no 6 hereof:

- a. Cost of living allowance of 40% of basic pay or P300 per month whichever is higher;
- b. Children's allowance of P30.00 per child, not to exceed 4 children;
- c. Amelioration allowance of 10% of basic pay;
- d. Uniform allowance not exceeding P500 per official/employee;
- e. Meal subsidy of P3.00 per day per officer/employee;
- f. Medical benefits equivalent to P2,500 per annum per official/ employee subject to forfeiture when not availed of during the year; and
- g. Representation and transportation allowances may be authorized by individual corporations for managerial and supervisory positions, subject to approval of the Ministry of the Budget, which shall not exceed 40% of basic pay.

6. Implementing Details – Details for implementing the Position and Compensation Plan shall be issued by the Ministry of the Budget, which shall observe the following guidelines:

- a. The increase shall be staggered within the limits of corporate financial performance;
- b. The implemented total increase in basic salary, allowances and fringe benefits in any one year shall not exceed twenty five percent (25%) of the actual total personal services expenses of the immediately preceding year, adjusted for increases in staffing;
- c. An across the board increase of ten per cent (10%) in basic salary shall be immediately implemented for the various corporations, except for senior executive positions where existing scales exceed those indicated by item no. 4 of this Letter. This shall be considered as an interim measure pending the completion of the position classification study described under item no. 2 hereof;
- d. The allowances and/or fringe benefits of senior executives whose basic salary already exceed those specified in item no. 4 hereof may be increased to make up for any difference between actual compensation, now received and the amount otherwise authorized, under this Letter;
- e. The hiring rate for positions shall be established for each corporation, depending upon its size and profitability. The initial categorization shall be "A" – the National Power Corporation, "B" – National Irrigation Administration, and "C" – all other corporations; and
- f. The implementation schedule for corporations incurring a loss in 1978 shall be prepared by the corporations concerned hand in hand with a profit plan and shall be subject to case to case approval by the Ministry of the Budget.

7. Effectivity Date – The Position Classification and Compensation Plans herein directed shall take effect on May 1, 1979.

Done in the City of Manila, this 31st day of August, in the year of Our Lord, nineteen hundred and seventy nine.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JUAN C. TUVERA  
Presidential Assistant

*Reference:* Salary Schedule (Monthly/Annual Basis)

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACANANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 98**

ADOPTING AN INTEGRATED COMPENSATION SCHEME FOR UNIFORM PERSONNEL OF THE  
INTEGRATED NATIONAL POLICE

WHEREAS, the Constitution directs the adoption of a standard compensation scheme in Government, which mandate is implemented by Presidential Decree No. 985 authorizing the I President to, among others establish compensation plan for all government officials and employees;

WHEREAS, there is a need for a systematic compensation plan that recognizes and rewards efficient performance and integrity in service for members of the Integrated National Police;

WHEREAS, it is necessary to adjust the salaries of government officials and employees in recognition of increases in the cost of living;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by the Constitution, do hereby instruct:

Coverage

1.0 This Letter of Implementation pertains to compensation of uniformed personnel of the Integrated National Police. It also contains provisions for subsistence allowance and clothing allowance for the same personnel.

General Approach

2.0 This Letter promulgates a new salary schedule providing for salary increases for the uniformed personnel of the Integrated National Police, including Patrolman/Firemen, Patrolman/ Fireman/First Class, Police/Fire Corporal, Police/Fire Sergeant, Police/Fire Lieutenant, Police/Fire Captain, Police/Fire Major, Police/Fire Lieutenant Colonel, Police/Fire Colonel, Police/ Fire Brigadier General.

Salary Schedule

3.0 The following salary schedule shall apply to all uniformed Personnel of the Integrated National Police:

**SALARY SCHEDULE**

**S A L A R Y S T E P S**

R A N K	1	2	3	4	5	6	7	8
Police/Fire Brigadier General	P23892	P25116	P26388	P27732	P29148	P30624	P32184	P33816
Police/Fire Colonel	14532	15264	16044	16860	17724	18636	19584	20580
Police/Fire Lieutenant Colonel	12516	13152	13824	14532	15264	16044	16460	17724

Police/Fire Major	10776	11328	11904	12516	13152	13824	14524	15264
Police/Fire Captain	9288	9756	10260	10776	11328	11904	12516	13152
Police/Fire Lieutenant	7992	8400	8832	9288	9756	10260	10776	11328
Police/Fire Sergeant	6552	6888	7236	7608	7992	8400	8832	9288
Police/Fire Corporal	5928	6240	6552	6888	7236	7608	7992	8400
Patrolman/Fireman First Class	5376	5640	5928	6240	6552	6888	7236	7608
Patrolman/Fireman	P4860	P5112	P5376	P5640	P5928	P6240	P6552	P6888

4.0 The hiring rate for each rank shall be the first salary step except where the uniformed personnel of the Integrated National Police is being promoted from one rank to a higher rank having overlapping salary steps in which case he shall be entitled to the next step immediately above his salary step in the lower position. The rules that will apply to promotion of personnel in the Integrated National Police and the movement of positions and personnel from one step to the other in the salary schedule shall be promulgated by the Minister of National Defense.

#### Rules of Adjusting Salaries

5.0 Upon the installation of this salary schedule, positions shall be moved from the old salary schedule under Section 29 of Presidential Decree No. 1184 to the new schedule in accordance with the following rules:

5.1 If the salary of member is below the first step of the new scale pertaining to his rank, the salary shall be adjusted to the first step of the scale; PROVIDED, That when the resulting increase is less than 5% of the basic salary, it shall be adjusted to the second step of the scale pertaining to the rank;

5.2 If the existing salary is above the minimum but below the maximum of the salary scale pertaining to the rank, the salary shall be adjusted by adding 5% of the basic salary and placing the position at the next, immediate higher step in the scale.

5.3 If the existing salary is above the maximum of the scale, the salary shall be adjusted by adding 5% to the basic salary and placing it at the next higher salary step in the National Salary Schedule under Presidential Decree No. 985.

6.0 Subsistence Allowance. In addition to basic salary, a subsistence allowance of six pesos (P6.00) a day shall also be paid to uniformed personnel of the Integrated Nations Police from the rank of Patrolman/Fireman to Police/Fire Brigadier General: PROVIDED, That upon payment of this allowance the existing cost of living allowance of P50 monthly under Presidential Decree No. 1184 shall be deemed terminated.

7.0 Clothing Allowance. A clothing allowance of thirty pesos (P30.00) a month shall also be paid to regular members of the Integrated national Police.

#### Rules of Implementation

8.0 The rules for implementing this Letter shall be promulgated by the Minister of National Defense. Any change, however, in the basic salary schedule or amounts of subsistence allowance or clothing allowance should be submitted by the Minister of National Defense to the President for approval through the Minister of the Budget.

#### Funding

9.0 The amount appropriated for salary increases of uniformed personnel which are incorporated in the budgets of the Integrated National Police shall be used for the salary adjustments directed by this letter. Any deficiency shall be covered by salary lapses and other personal services savings of the Integrated National Police. Any further deficiency shall be covered by salary adjustment fund in the CY 1979 General Appropriations Act and from budgetary reserves.

#### Effective Date

10.0 The salary increases authorized in this letter shall take effect May 1, 1979.

Done in the City of Manila, this 10th day of September, nineteen hundred and seventy-nine.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACANANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 99**

ADOPTING A NEW SALARY SCHEDULE FOR UNIFORMED PERSONNEL OF THE ARMED FORCES OF THE PHILIPPINES

WHEREAS, the International energy crisis has led to an increase in the cost of imported oil and in the general level of consumer prices;

WHEREAS, it is necessary to adjust the salaries of government officials and employees, in recognition of increases in the cost of living and to keep abreast of private sector compensation levels;

WHEREAS, there is a need to rationalize the system of emoluments and allowances of the uniformed personnel of the Armed Forces of the Philippines;

WHEREAS, the Minister of the Budget who had been directed under Letter of Instructions No. 840 to study in coordination with the Minister of National Defense the compensation plan of the military component of the Armed Forces of the Philippines has already submitted his recommendation;

NOW, THEREFORE, I FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by the Constitution, do hereby direct, order and instruct:

Coverage

1.0 This Letter of Implementation pertains to a system of emoluments and allowances of officers and enlisted men of the Armed Forces of the Philippines, including commissioned officers of the Bureau of Coast and Geodetic Survey, cadets of the Philippine Military Academy and Philippine Air Force Plying School and trainees of the Armed Forces of the Philippines.

General Approach

2.0 A new compensation schedule and a new longevity pay scale are hereby adopted for uniformed personnel of the Armed Forces of the Philippines. Provisions for quarters, subsistence and clothing allowances shall be codified and made part of a system of the terms and conditions of employment of the Armed Forces of the Philippines personnel.

3.0 Compensation Schedule and longevity Pay Schedule. The compensation schedule and longevity pay schedule for officers and enlisted men of the Armed Forces of the Philippines and their equivalent in the Philippine Navy and in the Bureau of Coast and Geodetic Survey shall be as follows:

RANK GRADES		LONGEVITY PAY				
	BASE PAY	NUMBER OF FOGGIES				
OFFICERS	MONTHLY	1	2	3	4	5
						P2202
General	P4404	P440	P925	P1458	P2044	Monthly
Lieutenant General	3795	380	797	1257	1762	1898
Major General	3270	327	687	1083	1518	1635
Brigadier General	2818	282	592	933	1308	1409
Colonel	2199	220	462	728	1021	1100

Lieutenant Colonel	1894	190	398	627	879	947
Major	1555	156	327	515	721	777
Captain	1211	122	255	401	562	606
First Lieutenant	992	100	209	329	461	496
Second Lieutenant	774	78	163	257	360	387
ENLISTED PERSONNEL						
						P 224 Monthly
Master Sergeant	P 448	P 45	P 95	P 149	P 208	
Technical Sergeant	405	41	86	135	188	203
Staff Sergeant	367	37	78	122	171	187
Sergeant	332	34	70	110	155	166
Corporal	301	31	64	100	140	151
Private First Class	286	29	58	91	127	136

4.0 The compensation schedule for probationary second lieutenants, cadets and trainees shall be as follows:

CADETS AND TRAINEES		
Philippine Military Cadets	P 520	Monthly
Philippine Air Force Flying Cadets	520	
Probationary Second Lieutenant	520	
First Class Trainee	145	

5.0 Quarters Allowance. In addition to basic salary, officers and enlisted men of the Armed Forces of the Philippines shall also receive quarter allowance in accordance with the following scale:

RANK GRADES	QUARTERS ALLOWANCE
OFFICERS	
General	P360Monthly
Lieutenant General	340
Major General	300
Brigadier General	280
Colonel	240
Lieutenant Colonel	210
Major	180
Captain	160
First Lieutenant	140
Second Lieutenant	130
ENLISTED PERSONNEL	
Master Sergeant	P100Monthly
Technical Sergeant	100
Staff Sergeant	90
Sergeant	90
Corporal	80
Private First Class	80



6.0 Subsistence Allowance. Basic subsistence allowance at the rate of P10.00 daily shall likewise be paid to cadets of Philippine Military Academy and Philippine Air Force Flying School and P6.00 daily to other personnel of the Armed Forces of the Philippines including officers, enlisted men, trainees undergoing military training, draftees, probationary second lieutenants/ensigns, ROTC cadets on summer camp training or assembly/mobilization tests. Likewise, additional subsistence allowance shall be paid to officers, enlisted personnel, probationary second lieutenants/ensigns, draftees, trainees, on duty at AFP Long Lines, relay sites, Air Defense Alert Centers, Air Resume Centers, Military Sealife Centers, isolated stations/sites/ areas where personnel are on 24 hour alert status that may be declared by the Chief of Staff, Armed Forces of the Philippines at the rate of P1.00 daily and to Philippine Navy Officers, probationary ensigns and enlisted personnel when on sea duty at the rates of P2.00 daily for officers and probationary ensigns and P1.00 daily for enlisted personnel, draftees and 20 year old trainees.

#### Clothing Allowance

7.0 Initial Clothing Allowance. Initial clothing allowance for original enlistment shall be given in kind and in accordance with the provisions of Ministry of National Defense Circular No. 18 dated February, 1975.

7.1 Initial Clothing Allowance for Reenlistment. Initial clothing allowance for every reenlistment shall be in cash equivalent to the total present cost of the clothing items prescribed in Paragraph 3a of said Ministry of National Defense Circular. No. 18; PROVIDED, That the reenlistee possesses the Minimum clothing requirements as duly certified to by his immediate Commanding Officer, The orders of discharge and reenlistment shall be required to support the claim for cash payment.

7.2 Enlisted personnel performing intelligence work and those assigned with government offices which require the wearing of civilian clothes may be authorized cash settlement of clothing allowance provided they obtain prior approval of the General Headquarters, Armed Forces of the Philippines, if assigned within GHQ & HSG and AFPWSSUs, and from the Major Service Commanders if assigned in the Major Services, together with the certification from their Company Commanders that they have the minimum number of military clothing required on hand.

7.3 Additional Clothing Allowance. Enlisted Personnel shall be entitled to an additional clothing allowance of twenty pesos (P20.00) which shall be paid in cash, upon each reenlistment if entered into within two (2) months after discharge upon expiration of term of reenlistment and shall be collected together with the initial clothing allowance.

7.4 Basic Clothing Allowance. A basic clothing allowance of P360 per annum shall be paid to each officer and enlisted men of the Armed Forces of the Philippines, either in kind or in cash as maybe determined by the Chief of Staff, Armed Forces of the Philippines and approved by the Minister of National Defense.

8.0 The above provisions for quarters, subsistence and clothing allowances shall also apply when appropriate to commissioned officers of the Bureau of Coast and Geodetic Survey.

9.0 The rules of implementing the increases in salary and longevity pay shall be promulgated by the Minister of National Defense. Any change, however, in the basic salary schedule, longevity pay schedule, quarters allowance, subsistence allowance, and clothing allowance as provided in this Letter shall first be approved by the President on recommendation by the Minister of National Defense and Minister of the Budget.

10.0 Any other allowance, benefit or privilege currently enjoyed by officers and enlisted men of the Armed Forces of the Philippines including the commissioned officers of the Bureau of Coast and Geodetic Survey not provided for in this Letter such as combat pay, hazard pay, retirement benefits and other kinds of emoluments shall continue to be governed by existing law, decrees, directives of the President and the Minister of Rational Defense.

## Funding

11.0 The amounts appropriated for salary increases which are incorporated in the budgets of the Armed Forces of the Philippines shall be used for the salary adjustments directed by this Letter. Any deficiency shall be covered by salary lapses and other personal services savings of the armed Forces of the Philippines. Any remaining deficiency shall be covered by the salary adjustment fund in the CY 1979 General Appropriations Act and from budgetary reserves.

## Effective Date

12.0 The increases in basic salary and longevity pay authorized in this Letter shall take effect May 1, 1979.

Done in the City of Manila, this 10th day of September, in the year of Our Lord, nineteen hundred and seventy-nine.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACANANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 100**

RELATIVE TO THE COMPENSATION OF THE FOREIGN SERVICE

WHEREAS, it is necessary that the personnel of the Ministry of Foreign Affairs and the Foreign Service be provided with, adequate financial means to be able not only to protect and advance the country's interests abroad efficiently and effectively but also to represent the country in a manner worthy of the esteem and respect of the country to which they are assigned and accredited;

WHEREAS, in common with other members of the Civil Service, it is necessary to adjust the salaries of the personnel of the Ministry of Foreign Affairs and the Foreign Service.

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby order and instruct the implementation of the following upgrading in foreign service compensation:

1. The positions in the Ministry of Foreign Affairs shall be allocated to the salary grades of the salary schedule provided for in Presidential Decree No. 985, as follows:

							Salary <u>Grade</u>	
Chief of Mission, Class I							27	
Chief of Mission, Class II							26	
Counsellor							25	
Senior Foreign Adviser							25	
Foreign Service Officer, Class I							24	
Foreign Service Officer, Class II							23	
Foreign Service Officer, Class III							22	
Foreign Service Officer, Class IV							21	
Foreign Service Staff Officer I							18	
Foreign Service Staff Officer II							16	
Foreign Service Staff Officer III							14	
Foreign Service Staff Employee I							11	
Foreign Service Staff Employee II							9	
Foreign Service Staff Employee III							7	
<u>The Salary Schedule</u>								
Salary Grade	1st Step	2nd Step	3rd Step	4th Step	5th Step	6th Step	7th Step	8th Step
-----	-----	-----	-----	-----	-----	-----	-----	-----
1	P 3432	P 3612	P 3792	P 3984	P 4188	P 4404	P 4632	P 4860
2	3792	3984	4188	4404	4632	4860	5112	5376
3	4188	4404	4632	4860	5112	5376	5640	5928
4	4632	4860	5112	5376	5640	5928	6240	6552
5	5112	5376	5640	5928	6240	6552	6888	7236
6	5640	5928	6240	6552	6888	7239	7608	7992
7	6240	6552	6888	7236	7608	7992	8400	8832
8	6888	7236	7608	7992	8400	8832	9288	9756
9	7608	7992	8400	8832	9288	9756	10260	10776

10	8400	8832	9288	9756	10260	10776	11328	11904
11	9288	9756	10260	10776	11328	11904	12516	13152
12	10260	10776	11328	11904	12516	13152	13824	14532
13	11328	11904	12516	13152	13824	14532	15264	16044
14	12516	13152	13824	14523	15264	16044	16860	17724
15	13824	14532	15264	16044	16860	17724	18636	19584
16	15264	16044	16860	17724	18636	19584	20580	21624
17	16860	17724	18636	19584	20580	21624	22728	23892
18	18636	19584	20580	21624	22728	23892	25116	26888
19	20580	21624	22728	23892	25116	26388	27732	29148
20	22728	23892	25116	26388	27732	29148	30624	32184
21	25116	26388	27732	29148	30624	32184	33816	35532
22	27732	29148	30624	32184	33816	35532	37344	39240
23	30624	32184	33816	35532	37344	39240	41232	43332
24	33816	35532	37344	39240	41232	43332	45540	47856
25	37344	39240	41232	43332	45540	47856	50292	52848
26	41232	43332	45540	47856	50292	52848	55536	58368
27	45540	47856	50292	52848	55536	58368	61344	64476
28	50292	52848	55536	58368	61344	64476	67764	71220

2. Positions not falling under the above classes shall be subject to the existing national compensation and classification plans.

3. The salaries of other personnel of the Philippine Government stationed abroad other than those of the Ministry of Foreign Affairs shall be adjusted to the Minimum of their assimilated ranks pursuant to Letter of Implementation No. 63.

4. The home office adjustment allowance currently enjoyed by the personnel of the Ministry of Foreign Affairs shall be progressively incorporated to their basic salary.

5. Funds needed to implement this Letter shall be drawn from the Salary Adjustment Fund provided in the General Appropriations Act.

6. The implementation of this Letter shall observe Executive Order No. 495, as amended, and such rules and regulations as may be issued jointly by the Minister of foreign Affairs and the Minister of the Budget.

7. This Letter shall take effect on May 1, 1979.

Done in the City of Manila, this 12th day of September, in the year of Our Lord, nineteen hundred and seventy-nine.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JUAN C. TUVERA  
Presidential Assistant

**Source: Presidential Management Staff**

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

Office of the President  
Malacañang, Manila

**LETTER OF IMPLEMENTATION NO. 101**

**AUTHORIZING THE IMPLEMENTATION OF STANDARD COMPENSATION  
AND POSITION CLASSIFICATION PLANS FOR THE INDUSTRIAL/AREA  
DEVELOPMENT GROUP OF GOVERNMENT OWNED OR CONTROLLED  
CORPORATIONS**

WHEREAS, pursuant to the mandate of the Constitution, F. D. No. 985 was issued to standardize compensation of government officials and employees, including, those in government-owned or controlled corporations, taking into account the nature of the responsibilities pertaining to, and the qualifications required for, the positions concerned;

WHEREAS, the said Decree authorizes the adoption of additional financial incentives for viable and profit-making corporations and those performing critical functions, to be supported from net earnings and profit of such corporations;

WHEREAS, for purposes of rationalizing Compensation and Position Classification Systems for groups of corporations belonging to the same functional sectoral interest which presently maintain differing compensation and position classification plans, the said Decree and subsequently LOI No. 62, created Compensation Committees to formulate and recommend policies and standards governing classification compensation, allowances and incentives for such groups of corporations;

WHEREAS, LOI No. 341 directed the Compensation Committees to submit immediately for Presidential approval, adjustments in salary, allowances and fringe benefits as may be called for by present economic conditions, for government-owned or controlled corporations;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by law, do hereby instruct the implementation of the Uniform Position Classification and Pay Plan for the Industrial/Area Development group of corporations;

1. Scope of the Plan. The Position and Compensation Plans for the Industrial/Area Development group shall apply to the following corporations:

Central Luzon-Cagayan Valley Authority  
Export Processing Zone Authority  
Human Settlements Development Corporation  
Laguna Lake Development Authority  
Leyte Sub-A Basin Development Authority  
Manila Gas Corporation  
National Development Company  
Public Estates Authority

2. Positions Classification. Positions shall be classified using the national classification method and on the basis of pre-determined standards and factors,

A position classification plan shall be prepared for the corporations in the industrial/area development group, adjusted to reflect unique jobs in each of the corporations in the group. These shall be determined on the basis of approved standards/factors and issued by the Minister of the Budget.

3. Compensation Schedule. The schedule attached to this Letter shall comprise the compensation schedule applicable to positions paid on monthly or annual basis,

4. Salaries for Top Management Positions. The compensation of the executive positions in a corporation shall depend upon the asset size and operations of the corporation and upon its overall financial performance. The maximum levels of basic salary for the top positions in the largest and most profitable corporations shall be as follows:

General Manager/Administrator	P80,000.00
Assistant General Manager )	
Deputy Administrator )	P72,000.00
Deputy General Manager )	

Provided, That salaries actually being received by any official in excess of these rates may continue, subject to Item No. 6 hereof.

5. Maximum Level of Allowances and Benefits. Policies on allowances and other benefits now in force for each corporation shall be maintained.

6. Implementing Details. Implementing details of the Position and Compensation plan shall be issued by the Ministry of the Budget, which shall observe the following guide lines:

a. The increases shall be staggered within the limits of corporate financial performance. No government subsidy or equity investment shall be approved to finance any salary increase;

b. The implemented total Increase in basic salary, allowances and fringe benefits In any one year shall be within the approved position classification and compensation plan for the group and for any one corporation, shall not in any case exceed twenty-five. (25%) of the actual total personal services expenses of the immediately preceding year, adjusted for increases in staffing;

c. An across-the-board increase of ten percent (10%) in basic salary shall be Immediately implemented for the various corporations, except for senior executive positions where existing scales exceed those indicated by Item No, 4 of this Letter, This shall be considered as an interim measure pending the approval of the position classification plan described under Item No. 2 hereof;

d. The allowances and/or fringe benefits of senior executive whose basic salary already exceed those specified in Item No. 4 hereof may be increased to make up for any difference between actual compensation now received and the amount otherwise authorized under this Letter;

e. Hiring rates for positions shall be established for each corporation, depending upon its size and profitability;

f. The implementation schedule for corporations incurring a loss in 1978 shall be prepared by the corporations concerned hand in hand with a profit plan and shall be subject to ease to case approval by the Ministry of the Budget; and

g. Any changes in the approved position classification and pay plans, including re classification action, shall be subject to the approval of the Minister of the Budget.

7. Effectivity Date. The Position Classification and Compensation Plans herein directed shall take effect on May 1, 1979.

Done in the City of Manila, this 1st day of October, in the year of Our Lord, nineteen hundred and seventy-nine.

(Sgd.) **FERDINAND E. MARCOS**

By the President:  
(Sgd.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Reference:* Salary Schedule

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 102**

**AUTHORIZING THE IMPLEMENTATION OF STANDARD COMPENSATION AND POSITION  
CLASSIFICATION PLANS FOR THE EDUCATIONAL/ SCIENTIFIC/CULTURAL/SOCIAL GROUP OF  
GOVERNMENT OWNED OR CONTROLLED CORPORATIONS**

WHEREAS, pursuant to the mandate of the Constitution, P.D. No. 985 was issued to standardize compensation of government officials and employees, including those in government-owned or controlled corporations, taking into account the nature of the responsibilities pertaining to, and the qualifications required for the positions concerned;

WHEREAS, the said Decree authorizes the adoption of additional financial incentives for viable and profit-making corporations and those performing critical functions, to be supported from net earnings and profits of such corporations.

WHEREAS, for Purposes of rationalizing Compensation and Position Classification Systems for groups of corporations belonging to the same functional sectoral interests which presently maintain differing compensation and position classification plans, the said Decree and subsequently LOI Ho. 62, created Compensation Committees to formulate and recommend policies and standards governing classification, compensation, allowances and incentives for such groups of corporations;

WHEREAS, LOI No. 841 directed the Compensation Committees to submit immediately for Presidential approval, adjustment in salary, allowances and fringe benefits as may be called for by present economic conditions, for government-owned or controlled corporations;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines by virtue of the powers vested in me by law, do hereby instruct the implementation of the Uniform Position Classification and Pay Plan for the Educational/Scientific/ Cultural/Social group of corporations;

1.Scope of the Plan. The Position and Compensation Plans for the Educational/Scientific/Cultural/Social group shall apply to the following corporations:

Cultural Center of the Philippines  
Philippine High School for the Arts  
Employees' Compensation Commission  
Environmental Center of the Philippines  
Metals Industry Research, and Development Center  
Music Promotion foundation of the Philippines  
National Research Council of the Philippines  
National Social Action Council National Youth and Sports Development Foundation of the Philippines  
Pambansang Katipunan ng Kabataang Barangay  
Philippine Charity Sweepstakes Office  
Philippine Heart Center for Asia  
Philippine Institute for Development Studies  
Philippine Veterans Assistance Commission  
Science Foundation of the Philippines  
Technology Resource Center



2. Position Classification. Positions shall be classified using the national classification method and on the basis of pre-determined standards and factors.

A position classification plan shall be prepared for the corporations in the educational/scientific/cultural/ social group, adjusted to reflect unique jobs in each of the corporations in the group. These shall be determined on the basis of approved standards/factors and issued by the Minister of the Budget.

3. Compensation Schedule. The schedule attached to this Letter shall comprise the compensation schedule applicable to positions paid on monthly or annual basis.

4. Salaries for Top Management Positions. The compensation of the executive positions in a corporation shall depend upon the asset size and operations of the corporation and upon its overall financial performance. The maximum levels of basic salary for the top positions in the largest and most profitable corporations shall be as follows:

President/Director-General/Administrator/Director/Executive Director	P78,000
Executive Vice President/Deputy Administrator/Assistant Director	70,000
Senior Vice President	63,000

Provided, That salaries actually being received by any official in excess of these rates may continue, subject to item no. 6 hereof.

5. Maximum Level of Allowances and Benefits. Policies on allowances and other benefits now in force for each corporation shall be maintained.

6. Implementing Details. Implementing details of the Position and Compensation Plan shall be issued by the Ministry of the Budget, which shall observe the following guidelines:

a. The increases shall be staggered within the limits of corporate financial performance. No government subsidy or equity investment shall be approved to finance any salary increase;

b. The implemented total increase in basic salary, allowances and fringe benefits in any one year shall be within the approved position classification and compensation plan for the group and for any one corporation, shall not in any case exceed twenty-five percent (25%) of the actual total personal services, expenses of the immediately preceding year, adjusted for increases in staffing;

c. An across the board increase of ten per cent (10%) in basic salary shall be immediately implemented for the various corporations, except for senior executive positions where existing scales exceed those indicated by item no. 4 of this Letter. This shall be considered as an interim measure pending the completion of the position classification study described under item no. 2 hereof;

d. The allowances and/or fringe benefits of senior executives whose basic salary already exceed those specified in item no. 4 hereof may be increased to make up for any difference between actual compensation now received and the amount otherwise authorized under this Letter;

e. Hiring rates for positions shall be established for each corporation, depending upon its size and profitability;

f. The implementation schedule for corporations incurring a loss in 1976 shall be prepared by the corporations concerned hand in hand with a profit plan and shall be subject to case to case approval by the Ministry of the Budget; and

g. Any changes in the approved position classification and pay plans, including reclassification action, shall be subject to the approval of the Minister of the Budget.

7. Effectivity Date. The Position Classification and Compensation Plans herein directed shall take effect on May 1, 1979.

Done in the City of Manila this 1st day of October, in the year of Our Lord, nineteen

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Reference:* Salary Schedule

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 103**

AUTHORIZING THE IMPLEMENTATION OF STANDARD COMPENSATION AND POSITION CLASSIFICATION PLANS FOR THE AGRICULTURAL/PROMOTIONAL TRADING GROUP OF GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS

WHEREAS, pursuant to the mandate of the Constitution, P.D. No. 985 was issued to standardize compensation of government officials and employees, including those in government-owned and controlled corporations, taking into account the nature of the responsibilities pertaining to, and the qualifications required for, the positions concerned;

WHEREAS, the said Decree authorizes the adoption of additional financial incentives for viable and profit-making corporations and those performing critical functions, to be supported from net earnings and profits of such corporations;

WHEREAS, for purposes of rationalizing Compensation and Position Classification systems for groups of corporations belonging to the same functional sectoral interests which presently maintain differing compensation and position classification plans, the said Decree and subsequently LOI No. 62, created Compensation Committees to formulate and recommend policies and standards governing classification, compensation, allowances and incentives for such groups of corporations;

WHEREASE, LOI No. 841 directed the Compensation Committees to submit immediately for Presidential approval, adjustments in salary, allowances and fringe benefits as may be called for by present economic conditions, for government-owned or controlled corporations,

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines by virtue of the powers vested in me by law, do hereby instruct the implementation of the Uniform Position Classification and Pay Plan for the Agricultural/Promotional/ Trading group of corporations:

1. Scope of the Plan– The Position and Compensation Plans for the Agricultural/Promotional/Trading group shall apply to the following corporations:

Agricultural Credit Administration  
Cooperatives Development Loan Fund  
Export Development Corporation  
National Grains Authority  
Philippine Coconut Authority  
Philippine Convention Bureau  
Philippine Cotton Corporation  
Philippine Fish Marketing, Authority  
Philippine International Trading Corporation  
Philippine Shippers' Council  
Philippine Tobacco Administration  
Philippine Virginia Tobacco Administration

2. Position Classification – Positions shall be classified by the Ministry of the Budget on the basis of the national classification and pay plans. The position classification plan for each of the corporations in the agricultural/Promotional/Trading Group shall be determined on the basis of duties and responsibilities.

3. Compensation Schedule – The schedule attached to this Letter shall comply the compensation schedule applicable to positions paid on monthly or annual basis.

4. Salaries for Top Taroo Management Positions – The compensation of the executive positions in a corporation shall depend upon the asset size of the corporation and upon its overall financial performance. The maximum levels of basic salary for the top positions in the largest corporations shall be as follows:

President/General Manager/Head	P82,000
Senior Deputy General Manager	73,000
Deputy General Manager	66,000

Provided, That salaries actually being received by any official in excess of these rates may continue, subject to item no. 6 hereof.

5. Maximum Level of Allowances and Benefits – Existing policies on allowances and other benefits now in force for each corporation shall be maintained.

6. Implementing Details – Details for implementing the Position and Compensation plan shall be issued by the Ministry of the Budget, which shall observe the following guidelines:

a. The increases shall be staggered within the limits of corporate financial performance. No government subsidy or equity investment shall be approved to finance any salary increase.

b. The implemented total increase in basic salary, allowances and fringe benefit in any one year shall not exceed twenty five percent (25%) of the actual total personel services expenses of the immediately preceding year, adjusted for increases in staffing;

c. An across the board increase of ten per cent (10%) in basic salary shall be immediately implemented for the various corporations, except for senior executive positions where existing scales exceed those indicated by item no. 4 of this Letter. This shall be considered as an interim measure pending the completion of the study described under Item No. 2 hereof;

d. The allowances and/or fringe benefits of senior executive whose basic salary already exceed those specified in item no. 4 hereof may be increased to make up for any difference between actual compensation now received and the amount otherwise 'authorized under this Letter;

e. Hiring rates for positions shall be established for each corporation, depending upon its size and profitability;

f. The implementation schedule for corporations incurring a loss in 1970 shall be prepared by the corporations concerned hand inland with a profit plan and shall be subject to case to case approval by the Ministry of the Budget; and

g. Any changes in the approved position classification and pay plans, including reclassification action, shall be subject to the approval of the Minister of the Budget.

7. Effectivity Date – The Position Classification and Compensation Plans herein directed shall take effect on May 1, 1979.

Done in the City of Manila, this 1st day of October, in the year of Our Lord, nineteen hundred and seventy-nine.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Reference:* Salary Schedule

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
Residence of the President of the Philippines  
MANILA

**LETTER OF IMPLEMENTATION NO. 104**

AUTHORIZING THE IMPLEMENTATION OF STANDARD COMPENSATION AND POSITION  
CLASSIFICATION PLANS FOR THE FINANCIAL INSTITUTIONS GROUP OF GOVERNMENT-OWNED OR  
CONTROLLED CORPORATIONS

WHEREAS, pursuant to the mandate of the Constitution, Presidential Decree No. 985 was issued to standardize compensation of government officials and employees, including those in government-owned or controlled corporations, taking into account the nature of the responsibilities pertaining to and the qualifications required for, the positions concerned;

WHEREAS, the said Decree authorizes the adoption of additional financial incentives for viable and profit-making corporations and those performing critical functions, to be supported from the net earnings and profits of such corporations;

WHEREAS, for purposes of rationalizing Compensation and Position Classification Systems for groups of corporations belonging to the same functional sectoral interest which presently maintain differing compensation and position classification plans, the said Decree and subsequently Letter of Instructions No. 62 created Compensation Committees to formulate and recommend policies and standards governing classification, compensation, allowances, and incentives for such groups of corporations;

WHEREAS, Letter of Instructions No. 841 directed the Compensation Committees to submit immediately for Presidential approval, adjustments in salary, allowances, and fringe benefits as may be called for by present economic conditions for government-owned or controlled corporations;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by law, do hereby instruct the implementation of the Uniform Position Classification and Pay Plan for the Financial Institutions group of corporations;

1. Scope of the Plan – The Position and Classification Plans for the Financial Institutions group shall apply to the following corporations included under this sector:

Central Bank of the Philippines  
Development Bank of the Philippines  
Government Service Insurance System  
Home Financing Corporation  
Land Bank of the Philippines  
Philippine Amanah Bank  
Philippine Deposit Insurance Corporation  
Philippine Veterans Investment Development Corporation  
Philippine National Bank  
Social Security System

2. Position Classification – Positions shall be classified using a Classification Method applied on the basis of the pre-determined standards/factors. The position classification plan for each of the corporations in the financial institutions group shall be determined on the basis of these standards/factors

and approved ,by the Minister of the Budget pursuant P. D. No. 985.

3. Compensation Schedule – The schedule attached to this Letter shall comprise the compensation schedule applicable to positions paid on monthly or annual basis.

4. Salaries for Top Three (3) Management Positions – The compensation of the executive positions in a corporation shall depend upon the asset size of the corporation and upon its overall financial performance. The maximum levels of basic salary for the top positions in the largest corporation shall be as follows:

Governor/Chairman/President	P96,000
Senior Deputy Governor/Vice-Chairman/	91,200
Executive Vice President	
Deputy Governor/Senior Vice President/	84,000
Supervising Governor	

Provided, That the Central Bank of the Philippines shall enjoy a 10% advantage over compensation received by the other institutions; Provided further, That salaries of subordinate positions shall be less than those of superior positions; and Provided, finally, That salaries actually being received by any of the top three officials in excess of those rates may continue.

5. Maximum Level of Allowances and Benefits – Allowances and benefits may be provided by individual corporations but not to exceed the following schedule, subject to aggregate ceilings indicated in Item No. 6 hereof:

- a. Cost of living allowance of 40% basic pay or P300 per, month, whichever is higher;
- b. Children's allowance of 30.00 per child, not to exceed 4 children;
- c. Amelioration allowance of 10% of basic pay or P50 per month, whichever is higher;
- d. Meal subsidy of P3.00 per day per officer/employee;
- e. Existing policy on, representation and transportation allowances shall be maintained;
- f. No profit sharing, bonus payments, or increases in pension fund benefits shall be made without the approval of the Compensation Committee as provided under P.D. No. 985.

6. Authorized Salary Increase – The Governing Boards of the financial institutions concerned may authorize a maximum three step increase for positions, observing the position classification plan and compensation schedule approved, under this Letter and subject to items no. 4 and 7 hereof.

7. Implementing Details – Details of implementing the Position and Compensation Plan and the step increases shall be issued by the Ministry of the Budget, which shall observe the following guidelines:

- a. The increases shall be staggered within the limits of corporate financial performance. No government subsidy or equity investment shall be approved to finance any salary increase;
- b. The hiring rate for positions shall be established for each corporation, depending upon its size and profitability;
- c. The implementation schedule for corporations incurring a loss in 1978 shall be prepared by the corporations concerned hand in hand with a profit plan, and shall be subject to case to case approval by the Ministry of the Budget; and

d. Any changes in the approved positions classification and pay plans, including reclassification action, shall be subject to the approval of the Ministry of the Budget.

e. Effectivity Date – The Position Classification and Compensation Plans and step increase herein provided, shall take effect on May 1, 1979.

Done in the City of Manila, this 12th day of October, in the year of Our Lord, nineteen hundred and seventy-nine.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

Annex: Salary Scale for Financial Institutions

Source: **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.



MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 105**

TO:	All judges of the Courts of First
	Instance, Circuit Criminal Courts,
	Juvenile and Domestic Relations Courts,
	Courts of Agrarian Relations, City
	Courts and Municipal Courts, and all
	Fiscals and other Prosecuting Officers.
Subject:	Implementation of the Katarungang Pambarangay Law (Presidential Decree No. 1508)

1. With a view of easing up the log-jam of cases and solving the problem of backlogs in the ease dockets of all government offices involved in the investigation, trial and adjudication of cases, it is hereby ordered that immediate implementation be made by all government officials and offices concerned of the system of amicably settling disputes at the Barangay level as provided for in the Katarungang Pambarangay Law (Presidential Decree No. 1500).

2. To this end, it is further hereby ordered that effective compliance be made with the directives in this regard as contained in

a. Circular No. 38 issued on September 25, 1979 by the Minister of Justice to all fiscals and prosecuting officers.

b. Memorandum No. 79 – issued on November 5, 1979 by the Minister of Local Government and Community Development to all Municipal, City, District, Provincial Development Officers and Regional Directors.

c. Circular No. 22 issued on November 9, 1979 by the Chief Justice of the Supreme Court to all judges concerned.

3. For this purpose, all City and Municipal Development Officers of the Ministry of Local Government and Community Development are hereby ordered to certify the fact of organization of the Lupong Tagapayapa in their respective barangays within five (5) days from the publication of this order, and to send such certification to the Ministry of Justice and the Supreme Court, as well as to the fiscals and judges concerned.

4. Accordingly, all fiscals. and judges are hereby ordered to desist from receiving complaints, conducting investigations, filling informations and complaints, and Holding trials in cases tailing within the authority of, and properly cognizable by, the Lupong Tagapaya, unless the system of conciliation before the Lupon has been previously availed of.

Done in the City of Manila, this 12th day of November, m the year of Our Lord, nineteen hundred and seventy-nine.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JUAN C. TUVERA  
Presidential Assistant

*Source: Presidential Management Staff*

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 106**

UPGRADING OF THE ALLIED MEDICAL CLASSES OF POSITIONS IN THE NATIONAL GOVERNMENT

WHEREAS, the allied medical positions are vital in the effective delivery of health care in the nation;

WHEREAS, the salaries of the physician group of positions in the National Government have already been adjusted;

WHEREAS, it is necessary to further adjust the salaries of the allied medical workers in addition to the increases authorized under Letter of Implementation No. 82 in line with the adjusted rates of physicians;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by law, do hereby order the implementation of the following measures to upgrade the compensation of Allied Medical Classes of positions in the National Government;

1. The Allied Medical Classes positions covered by the National Compensation Plan shall be upgraded as follows, in addition to these approval as of May 1, 1979 pursuant to Letter of Implementation No. 82:

<u>Groups/Classes</u>	<u>From Salary Range</u>	<u>To Salary Range</u>
<u>Dentistry Group</u>		
Dental Hygienist	44	45
Dentist I	56	58
Dentist II	59	61
Staff Dentist	59	61
Senior Dentist I	59	62
Senior Dentist II	G2	64
Dental Training Officer	62	66
Senior Dental Training Officer	64	67
Supervising Dentist	65	67
Senior Staff Dentist	G5	67
Chief Dental Service Officer I	68	70
Supervising Staff Dentist	68	70
Presidential Dental Supervisor	69	70
Chief Staff Dentist	71	72
Presidential Dental Chief	71	72
Dental Health Adviser	72	73

Health and Sanitation Inspection Group

Industrial Sanitation Inspector	40	42
Quarantine Inspector	42	44

Rural Sanitation Inspector	42	44
Food Inspector	47	50
Food and Drug License Examiner	49	53
Clinical Laboratory Inspector	51	53
Drug Inspector	52	55
Senior Food Inspector	53	55
Senior Clinical Laboratory Inspector	55	57
Food and Drug Inspector	55	58
Senior Food and Drug License Examiner	55	58
Senior Drug Inspector	56	59
Senior Food and Drug Inspector	58	60
Drug Regulation Officer	58	60
Supervising Food Inspector	58	60
Food and Drug Laboratory Superintendent	60	62
Supervising Drug Inspector	60	62
Food and Drug Supervisor	62	64
Supervising Food and Drug License Examiner	63	65
Head Food Inspector	64	66
Supervising Drug Regulation Officer	64	66
Drug Regulation Coordinator	65	67
Supervising Food and Drug Inspector	66	68
Dangerous Drug Custodian	66	68
Chief Food and Drug Inspector	69	70
Chief Drug Regulation Officer	69	70

#### Malaria Control Group

Malaria Sprayman	38	39
Supervising Malaria Sprayman	40	41
Malaria Technician	44	45
Malaria Foreman	45	48
Malaria Supervisor	46	47

#### Nursing Group

Midwife I	44	46
Midwife II	47	49
Flight Nurse	41	51
Nurse	47	51
Senior Midwife	50	51
Operating Room Nurse	50	53
Public Health Nurse	50	53
Senior Nurse	50	53
Nurse Instructor I	51	54
Nurse Anesthetist	52	55
Senior Operating Room Nurse	52	55
Senior Public Health Nurse	52	55
Supervising Nurse	52	55
X-Ray Therapeutic Nurse	52	55

Nurse Instructor II	52	55
Senior X-ray Therapeutic Nurse	52	55
Nursing Services Inspector	56	58
Assistant Chief Nurse II	57	59
Chief Nurse I	57	59
Nursing School Assistant Principal I	57	59
Supervising Operating Room Nurse	58	60
Supervising Public Health Nurse	58	60
Supervising Nurse Instructor	59	61
Assistant Chief Nurse III	61	63
Chief Nurse II	61	63
Nursing School Principal IV	61	63
Regional Nursing Supervisor	61	63
Regional Public Health Nurse	61	63
Regional Training Nurse	61	63
Nursing School Assistant Principal II	61	63
Chief Public Health Nurse	61	63
Midwifery School Assistant Principal	61	63
Assistant Chief Nurse IV	63	65
Chief Nurse III	63	65
Midwifery School Principal	63	65
Nursing School Assistant Principal III	63	65
Nursing School Principal II	63	65
Chief Nurse IV	65	67
Department Training Nurse	65	67
Nursing Program Supervisor	65	67
Nursing School Principal III	65	67
Nursing Consultant	69	71

#### Occupational Therapy Group

Occupational Therapy Technician	42	46
Occupational Therapist I	49	51
Occupational Therapist II	51	53
Occupational Therapy Supervisor	55	57
Chief Occupational Therapist	58	60

#### Pharmacy Group

Pharmacy Aide	38	39
Pharmacist	50	53
Pharmaceutical Analyst	53	56
Senior Pharmacist	53	56
Supervising Pharmacist	57	60
Senior Pharmaceutical Analyst	57	60
Pharmaceutical Researcher	60	62
Assistant Chief Pharmacist	60	62
Pharmacy Training Officer	63	59

Chief Pharmacist	61	63
Senior Pharmaceutical Researcher	63	65
Hospital Pharmacy Program Supervisor	66	68
Pharmacy Adviser	70	71

#### Physical Therapy Group

Physical Therapy Technician	42	46
Physical Therapist	49	51
Physical Therapy Supervisor	53	57

#### Schistosomiasis Control Group

Schistosoma Technician I	42	45
Schistosoma Technician II	44	46

#### Vaccination Group

Vaccinator	42	43
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2. The Minister of the budget shall make the necessary adjustments in cases where problem in supervisor-subordinate salary relationship arise as a result of the upgrading directed this letter.

3. Funds needed to implement this Letter shall be drawn from appropriations for salary increase provided in agency budgets by BP No. 1. Any deficiency shall be drawn from salary lapses or other personal services savings of the agency concerned. Any remaining deficiency shall be funded from the Salary Adjustment Fund provided in BP No. 1.

4. The salary upgrading directed by this Letter shall be effective November 1, 1979.

5. The rules and regulations needed to comply with this Letter shall be formulated and issued by the Minister of the Budget.

Done in the City of Manila, this 28th day of November, in the year of Our Lord, nineteen hundred and seventy-nine.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

**Source: Presidential Management Staff**

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 107**

UPGRADING THE COMPENSATION OF PERSONNEL OF THE OFFICE (MINISTRY) OF THE SOLICITOR GENERAL

WHEREAS, Under Executive Order No. 552, the Office of the Solicitor General has been elevated in status and category to the level of a ministry;

WHEREAS, requirements for appointment of Solicitors involve the same qualifications as Judges and other members of the Judiciary;

WHEREAS, there is a need to align the salaries and allowances of Solicitors with the salaries of Judges based on the new rates of salaries and allowances for Judicial personnel under Letter of Implementation No. 95 effective May 1, 1979 and Letter of Implementation No. 96 effective August 1, 1979;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by law, do hereby Order and Direct:

Section 1. The salaries of Solicitors and Trial Attorneys of the Office (Ministry) of the Solicitor General shall be in Accordance with the following rates:

<u>Title</u>	<u>Salary Rate</u>
Assistant Solicitor General	P50,292
Solicitor VI	41,232
Solicitor V	37,344
Solicitor IV	35,532
Solicitor III	32,184
Solicitor II	29,149
Solicitor I	26,388
Trial Attorney	26,388
Trial Attorney	22,726
Trial Attorney	21,624

Sec. 2. The salaries of the Administrative and Support Staff shall be increased by one step increase in the salary of the employee computed on the basis of the actual salary as of August 13, 1979.

Sec. 3 Transportation and representation allowances shall be determined on a case to case basis, guided by standard rates in the Judicial and Executive Branches of government.

Sec. 4 Funds needed to implement this Letter shall be drawn from appropriations for salary increases provided in the CY 1979 budget of the Office (Ministry) of the Solicitor General, any deficiency shall be drawn from salary lapses or other personal services, savings of the Office (Ministry) of the Solicitor General. Any remaining deficiency shall be funded from the Salary Adjustment Fund provided in Batas Pambansa Blg. 1. Therefore, they will be provided in the annual general Appropriations Act.

Sec. 5. The salary increases and allowances directed by this Letter shall be effective August 14, 1979.

Sec. 6. The rules and regulations needed to comply with this Letter shall be formulated and issued by the Minister of the Budget.

Done in the City of Manila this 13th day of December, in the year of Our Lord, nineteen hundred and seventy-nine.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.



MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 108**

APPROVING A SALARY INCREASE EQUAL TO ONE SALARY STEP FOR CERTAIN POSITIONS IN THE COMMISSION ON ELECTIONS EFFECTIVE SEPTEMBER 1, 1979 AND PLACING THE COMMISSION WITHIN THE COVERAGE OF P.D. NO. 985.

WHEREAS, the compensation scheme approved under Presidential Decree No. 597 was prepared in 1974 taking into consideration compensation levels prevailing during that year;

WHEREAS, it is necessary to re-align the compensation scheme at the Comelec with compensation plans of other Constitutional Commissions in the light of salary increases approved during the current year:

WHEREAS, it is new necessary to place the Commission on Elections in the National Classification Compensation Plans so that it mill he in the same scheme as other Constitutional Commissions namely, the Commission on Audit and the Civil Service Commission;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by law, do hereby order and direct:

1. Positions in the Comelec shall be adjusted by one step increase in the national salary plan computed on the basis of their respective, rates as adjusted under National Budget Circular No. 305 and Letter of Implementation No. 92, except for members of the Commission whose salaries are fixed in the Constitution, members of the Career Executive Service, and election registrars.
2. Where an employee; had received a merit increase under the provisions of Budget Circular No. 286 and Civil Service Commission Memorandum Circular No. 3 that merit increase shall be maintained by adding the same number of salary steps; approved in the merit adjustment to the approved adjusted salary.
3. Upon payment of the salary increases provided in this letter, positions in the Commission on Elections other than those created by the Constitution, and those embraced in the Career Executive Service shall be subject to the national classification and compensation plans under P. D. No. 985.
4. The salary adjustment provided in this Letter shall be implemented by the preparation of a Plantilla Adjustment Form-by the Comelec in the prescribed form.
5. The Plantilla Adjustment Form shall be certified correct on each page by the Personnel Officer/Administrative Officer and approved by the Chairman of the Comelec.
6. The salary increases provided under this Letter of Implementation shall be subject to appropriate adjustments if, upon review by the Office of Compensation and Position Classification, payments are found to be not in order. The recipient employee/shall be liable for the refund of any overpayment made without prejudice to the provisions of Section 9 hereof.
7. Cases not covered by this Letter of Implementation shall be referred to the Minister of the Budget through the Office of Compensation and Position Classification.

8. The amount needed to implement these salary increases shall be charged against items of appropriation incorporated in the Commission on Elections under Batas Pambansa Bilang 1 and to salary lapses and other personal services savings in the current year.

9. Rules and regulations to implement this Letter shall be issued by the Minister of the Budgets

10. The salary adjustment herein referred to shall take effect September 1, 1979.

Done in the City of Manila, this 13th day of December in the year of Our Lord, nineteen hundred and seventy-nine.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 109**

APPROVING AND ADOPTING THE DEVELOPMENT PLAN FOR INTRAMUROS AND DIRECTING THE FORMULATION OF THE RULES, REGULATIONS AND GUIDELINES FOR ITS IMPLEMENTATION

WHEREAS, Presidential Decree No. 1616 created the Intramuros Administration to plan, restore and administer the development of Intramuros in accordance with the policy to perpetuate Filipino heritage and enhance our national identity;

WHEREAS, one of the major tasks of the Intramuros Administration is to update the Intramuros Development Plan presented to the Philippine Government by the Spanish Government on November 1973 which has been approved by Letter of Instruction No. 843 as the basis for the work of the Administration;

WHEREAS, LOI No. 843 requires the final approval by the President of the updated Intramuros Plan:

NOW, THEREFORE, I, FERDINAND E. MARCOS, by virtue of the powers vested in me by our law hereby Order the following:

1. The Development Plan for Intramuros submitted by the Intramuros Administration is hereby approved and adopted as the official plan for the Intramuros District to govern and guide the nature and direction of the restoration and development of the District.
2. In the implementation of the aforementioned Development Plan, the Intramuros Administration is authorized to undertake the following:
  - a. Promulgate the implementing rules, regulations and guidelines.
  - b. Issue the necessary circulars and orders to disseminate information affecting the Development Plan to the general public; and
  - c. Coordinate with, other government agencies and instrumentalities such as the Ministry of Public Works and the Ministry of Transportation and Communication to facilitate the implementation of the Plan.
3. All land use and development activities of the national, regional and local government agencies and of the private sector in and affecting the site shall conform to the Development Plan.
4. The issuance of building permits in Intramuros shall be subject to final approval by the Intramuros Administration, which shall conduct its evaluation within the context of the approved Development Plan.
5. In order that the Development Plan and the implementing rules, regulations and guidelines could remain aligned and responsive to the major thrusts and policies of the Administration affecting restoration and development of cultural landmarks, the Intramuros Administration is hereby authorized to conduct regular periodic review and appraisal of the Plans and its implementing rules and make the necessary recommendations for changes and amendments thereon to the President provided that changes or amendments in the Plan or any aspect thereof or in the rules and regulations shall not be made unless approved by the President.

This Letter of Implementation shall take effect immediately.

Done in the City of Manila, this 15th day of December, in the Year of Our Lord, nineteen hundred and seventy-nine.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 110**

GRANTING ADDITIONAL SALARY ADJUSTMENTS TO OFFICIALS  
AND EMPLOYEES OF THE BUREAU OF INTERNAL REVENUE

TO: The Minister of the Budget

WHEREAS, the Government has recognized the necessity of giving a higher salary scale to personnel of critical offices such as the Bureau of Internal Revenue;

WHEREAS, by PD 640, BIR personnel were granted an average salary increase of about seven (7) ranges over and above the salary ranges of other government offices;

WHEREAS, this gap has been eroded or diminished by subsequent salary adjustments for ordinary government offices;

WHEREAS, recognizing the need to preserve the gap between the salary scale of BIR personnel and that of employees of non-critical government agencies as established by PD 640, a 20% increase was granted to revenue personnel in 1977;

WHEREAS, in 1979 other salary adjustments ranging up to 30% were granted to government officials and employees in general but BIR personnel, not being subject to OCPC, were granted only an increase of from 5% to 6.8%;

WHEREAS, realizing the need to upgrade the salary scale of BIR personnel, LOI 927 was issued on September 5, 1979 directing the Minister of the Budget in coordination with the Minister of Finance and the Commissioner of Internal Revenue to study the existing compensation plan of the Bureau of Internal Revenue with the purpose of recommending salary increase measures consistent with the policy of the government to establish compensation standards, policies, rules and regulations applicable to critical government agencies:

WHEREAS, the Minister of the Budget, in consultation with the Minister of Finance and the Commissioner of Internal Revenue, has worked out a plan for the grant of an additional 15% salary adjustment for BIR personnel;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by law do hereby order the implementation of an additional 15% salary adjustment effective November 1, 1979 to officers and employees of the BIR, in accordance with the results of the salary study jointly undertaken by the BIR and the Ministry of the Budget pursuant to Letter of Instructions No. 927. The salary adjustments covered by this Letter of Implementation shall be drawn from savings of the said Bureau and/or Salary Adjustment Fund in the CV 1979 General Appropriations Act. Beginning CY 1980 and annually thereafter, such sums as may be necessary to implement the provisions of this Letter shall be included in the General Appropriations Act.

Done in the City of Manila, this 19th day of December, nineteen hundred seventy nine.

(Sgd.) FERDINAND E. MARCOS  
President of the Philippines

Source: **Presidential Management Staff**

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 111**

ADOPTING A PROGRAM OF REVENUE GENERATION AND EXPENDITURE FOR THE NATIONAL GOVERNMENT, COVERING CALENDAR YEAR 1980

WHEREAS, Batas Pambansa Blg. 40 has appropriated funds for the operation of the Philippine Government during Calendar Year nineteen hundred and eighty;

WHEREAS, the effective conduct of government activities requires the determination of agency work targets and the commensurate level of funding support; and

WHEREAS, available funding for individual programs and projects has to be apportioned among the various objects of expenditure, relating agency work targets to estimated costs;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do hereby order and direct:

1. The implementation of the budgetary programs and projects the agency objectives and functions, the accomplishment targets, and the program of revenue generation and expenditure, of the National Government, for the year nineteen hundred and eighty as embodied in this Document, subject to the provisions of existing law, particularly P.D. No. 1177 and Batas Pambansa Big. 40.
2. The Development Budget Coordination Committee to evaluate and recommend such measures as may be necessary to attain the levels of revenue, expenditure and debt necessary to meet development targets in the context of price level, domestic credit and Balance of Payments objectives.
3. All agencies to exert their utmost in complying with the accomplishment and unit cost targets indicated in this Document, so as to achieve desired results with maximum efficiency, economy and effectiveness.

Done in the City of Manila, this 31st day of December, nineteen hundred and seventy-nine.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JUAN C. TUVERA  
Presidential Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 112**

ADOPTING THE ORGANIZATION STAFFING PATTERN AND COMPENSATION LEVELS OF GOVERNMENT FOR CALENDAR YEAR 1980

WHEREAS, funding support for the operation of the National Government for Calendar Year nineteen hundred and eighty has been provided by Batas Pambansa Big. 40 and other appropriation laws;

WHEREAS, agency objectives, work targets, and estimates of revenue, expenditure and debt for Calendar Year 1980, including the object classification of expenditures, have been approved pursuant to P.D. No. 1177;

WHEREAS, a substantial portion of government expenditure requirements is for personal services;

WHEREAS, effective administration calls for the specification of the organization, staffing and compensation of government employees;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do hereby approve and order and direct the implementation of the organization, staffing pattern and compensation levels, including basic salaries, allowances and other forms of compensation, for the National Government in accordance with this Personal Services Itemization.

Done in the City of Manila, this 31st day of December, nineteen hundred and seventy-nine.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JUAN C. TUVERA  
Presidential Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.



MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 113**

ADOPTING THE NON-INFRASTRUCTURE CAPITAL OUTLAYS PROGRAM OF THE NATIONAL GOVERNMENT FOR CALENDAR YEAR NINETEEN HUNDRED AND EIGHTY

WHEREAS, the national budget for CY 1980 has been authorized under Batas Pambansa Blg. 40, the General Appropriations Act, and by various continuing and automatic appropriations;

WHEREAS, the capital outlays program needs to be evaluated to ensure full support of development goals, agency objectives and programs, and regional strategies;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do hereby approve the non-infrastructure capital outlays program for CY 1980 and the following measures to implement the appropriations for capital outlays approved under Batas Pambansa Blg. 40 and other pertinent laws:

1. The list of capital outlays and their corresponding obligational limits and cash estimates for CY 1980, as embodied in the attached Document, is hereby approved, covering all agencies of the national government, with the exception of the Ministry of Public Works, the Ministry of Transportation have separately approved capital programs;
2. The various implementing agencies shall prepare the necessary work and financial plans to expeditiously and efficiently implement the approved projects in accordance with standard budgetary procedure, less approved budgetary reserves;
3. Funds shall be released as are necessary to comply with the approved program. Adjustments may be made pursuant to P.D. No. 1177, to take into account revisions in cost estimated occasioned by the energy crisis and unforeseen circumstances. Priority in the use of available funds shall be given for the completion of (a) projects suspended for lack of funds and (b) ongoing projects authorized for implementation in previous years but which require additional funds to complete. The project listings approved under this letter may be modified to generate funds in support of these suspended or ongoing projects.
4. Released funds shall be used only for the projects and the purposes authorized under the corresponding funds release.

Done in the City of Manila, this 31st day of December, in the year of Our Lord, nineteen hundred and seventy-nine.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JUAN C. TUVERA  
Presidential Assistant

*Source: Presidential Management Staff*

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 114**

WHEREAS, Letter of Instructions No. 896 has laid down the new thrust and direction of the Southern Philippines Development Administration by providing that it shall undertake essentially developmental and economically viable ventures, including effective support of the policy and program priorities of the Autonomous Regions;

WHEREAS, complementary to this new thrust, Letter of Instructions No. 896 also provided that the social development functions and non-corporate projects of the Southern Philippines Development Administration shall be transferred to the appropriate agencies of the government to be determined jointly by the Southern Philippines Development Administration, the Presidential Commission on Reorganization and the agencies concerned;

WHEREAS, in compliance with, the mandate of LOI 896, the abovenamed agencies have, on the basis of studies conducted, submitted their recommendations affecting the transfer of these social development functions.

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do hereby direct as follows:

1. The following functions and activities presently undertaken by the Southern Philippines Development Administration are hereby transferred to the following government agencies and entities:

(a) The Ministry of Social Services and Development shall take over the functions relating to the rehabilitation of evacuees, refugees and rebel-returnees, the extension to them of transportation assistance and emergency food and clothing assistance, and provisions for emergency shelters and bunkhouses;

(b) The Ministry of Human Settlements shall take over the functions involving life systems support in resettlement relocation sites;

(c) The Office of the Commissioner for Islamic Affairs shall take over the functions relating to the construction repair and renovation of madrasahs and Muslim cultural centers, the issuance of certification to members of the Muslim cultural communities and the publication of Island' literature;

(d) The National Cottage Industries Development Authority (NACIDA) shall take over the cottage industry projects established by Southern Philippines Development Administration .outside of Regions IX, X, XI, and XII;

(e) The Lupon Tagapagpaganap ng Pook for Regions IX and XII shall take over the functions relating to the approval of conveyances and encumbrances involving members of Muslim cultural communities and the settlement of their land conflicts; provided that these functions shall be exercised by the Ministry of Local Government and Community Development for members of Muslim cultural communities outside of Autonomous Regions IX and XII; and

(f) The Ministry of Education and Culture through its National Integration Scholarship Program shall take over the activities relating to educational assistance to members of the Muslim cultural communities

2. With the exception of the functions concerning the approval of conveyances and encumbrances and the issuance of certification, the other functions and activities are being transferred by a non-exclusive basis that is, with the exception ,of the Southern Philippines Development Administration itself other agencies ore not necessarily inhibited from performing similar tasks.

3. The abovementioned transfers of functions shall include the transfer to the agencies concerned of applicable records, property, equipment and balances of the obligated allotment of Southern Philippines Development Administration for its Muslim Assistance Program (MAP) and the Special Program of Assistance for the Rehabilitation of Evacuees (SPARE) for CY 1979 and such personnel as may be necessary: Provided, That all qualified civil service employees of the Muslim Assistance Program and Special Program of Assistance for the Rehabilitation of Evacuees shall be given preferential consideration for such vacant positions in the absorbing agencies as may exist in connection with the transferred functions.

4. The Southern Philippines Development Administration shall provide, out of the savings from its Muslim Assistance Program and Special Program of Assistance for the Rehabilitation of Evacuees operations for CY 1979, the necessary amount for the payment of the retirement gratuities, separation pay, accrued earned leaves, and other monetary benefits available under existing laws and regulations to employees or officers not absorbed by the agencies involved in the specific transfer.

5. In consultation with the Ministry of the Budget, the agencies involved may reprogram their budgets for consistency with the provisions of this Letter of Implementation.

6. The Southern Philippines Development Administration shall coordinate with the agencies concerned to effect an orderly and smooth transfer of the functions, funds, records, property and personnel as herein provided not later than the last working day of December 1979.

7. This Letter of Implementation shall take effect immediately.

DONE in the City of Manila, this 31st day of December, in the year of Our Lord, Nineteen Hundred and Seventy-Nine.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JUAN C. TUVERA  
Presidential Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1979). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 115**

GRANTING ADDITIONAL SALARY ADJUSTMENT TO OFFICIALS AND EMPLOYEES OF THE BUREAU OF CUSTOMS

TO: The Minister of the Budget:

WHEREAS, the Bureau of Customs has revolutionized and infused a new concept of efficient and effective valuation and classification, cargo handling, assessment, law enforcement, manpower development, and computerization work which resulted in the unprecedented collection of customs revenue;

WHEREAS, in view of such reforms, the Bureau has overshot its collection target by 2.1 billion or 30 percent in 1979, and has also exceeded the collection level in 1978 by P2,561,523,133.61 or 30.75 percent;

WHEREAS, the Bureau's role as revenue-collecting agency, of the government is of paramount importance in achieving and maintaining an accelerating rate of economic development, and social progress of the country;

WHEREAS, the government has previously recognized the collection performance and sensitive nature of this entity per P.D. No. 689, that a premium of seven (7) salary ranges, or approximately 35 percent salary increase was granted to its officials and employees, over and above those of other government offices;

WHEREAS, the same recognition has been promulgated under P.D. 985, which empowers critical/sensitive government agencies, like the Bureau of Customs to provide more incentives for their personnel despite a standardized salary system for all government officials and employees;

WHEREAS, subsequent salary increases granted other agencies, lately under National Budget Circular No. 305, where positions covered by the National Compensation and Classification Plan were given from 15 to 64.5 percent salary increase, while the Bureau of Customs had only from 5 to 6.9 percent, and as a result of which, salary rates of the Bureau's personnel now lag behind its counterparts, specifically the medical and legal officer positions.

WHEREAS, there is still a need to restore the salary gap previously accorded the Bureau, notwithstanding the recent 15 percent salary adjustment, to give its personnel commensurate incentives in their performance of their vital task as a revenue-producing agency;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President and Prime Minister of the Philippines, by virtue of the powers vested in me by law do hereby order the implementation of an additional 20 percent salary adjustment effective January 1, 1980 to officers and employees of the Bureau of Customs. The salary adjustment covered by this Letter of Implementation shall be drawn from savings of the said Bureau and/or Salary Adjustment Fund in the CY 1980 General Appropriations Act.

Done in the City of Manila, this 13th day of February, Nineteen Hundred and Eighty.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JUAN C. TIVERA  
Presidential Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1980). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
RESIDENCE OF THE PRESIDENT OF THE PHILIPPINES  
MANILA

**LETTER OF IMPLEMENTATION NO. 116**

GRANTING A COST OF LIVING ALLOWANCE TO  
GOVERNMENT EMPLOYEES

WHEREAS, the energy crisis has brought about world wide inflation and tremendously increased cost of living in the country;

WHEREAS, it is the policy of government to help augment government personnel income in times of economic crisis and inflation;

WHEREAS, P.D. No. 985 empowers the President to determine the compensation of government employees;

Now, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by law, do hereby. Direct and Order:

1. Each and every official/employee of the National Government, including state universities and colleges, whether permanent, temporary, emergency, contractual or casual, shall be granted a cost of living allowance of ₱3.35 a day or ₱100 per month in the case of daily or monthly employees, respectively.
2. Local government units may grant full or in part the cost of living allowance authorized under this Letter to their employees, subject to the limits of their financial position and under such conditions as may be determined by the Joint Commission on Local Government Personnel Administration.
3. The Compensation Committee created by P.D. No. 985 for government owned or controlled corporation shall immediately meet and determine compensation increases for their respective groups. No government owned or controlled corporations may authorize and implement any increase in salary/allowances/benefits without the approval of the Compensation Committee concerned. The following guidelines shall be observed by the Committees in their work:
  - a. The cost of living allowance directed by this Letter for national government employees may be authorized for employees of government owned or controlled corporations;
  - b. In lieu of the cost of living allowance and where corporate finances permit, the Compensation Committed may instead adopt measures for compensation increase that are consistent with and with and do not exceed the limits agreed upon for private enterprises in the 1980 Tri-Sectoral Meeting;
  - c. No increase in salary/allowances shall be authorized which will make the salary/allowance of a subordinate exceed that of his superior;
  - d. Any increase in basic salary/allowance of the top three (3) levels of corporate executives shall be subject to the approval of the President; and
  - e. The approve Salary/Wage Schedule and its Grades/Steps which are applicable to the Compensation Grouping of corporations shall be observed in the determination of salary/wage levels and increases.

4. The amount needed to implement this Letter with respect to national government agencies shall be charged to (a) the lump-sum appropriation for salary increase incorporated in the budgets of national government agencies/offices and (b) salary lapses and other personal services savings of the ministry/bureau/office/agency concerned. Any deficiency shall be covered by the Salary Adjustment Fund authorized in the CY 1980 General Appropriations Act.

5 Payment of half of the living allowance herein directed shall be made effective February 1, 1980 and the other half, effective August 1, 1980.

6. The rules and regulations necessary to implement this Order shall be issued by the Minister of the Budget.

Done in the City of Manila, this 12th day of May, in the year of Our Lord, nineteen hundred and eighty.

(Sgd.) FERDINAND E. MARCOS  
President of the Philippines

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1980). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.



MALACAÑANG  
RESIDENCE OF THE PRESIDENT OF THE PHILIPPINES  
MANILA

**LETTER OF IMPLEMENTATION NO. 117**

‘CONCERNING THE EMPLOYER’S COUNTERPART IN PAG-I.B.I.G. MEMBERSHIP OF NATIONAL GOVERNMENT EMPLOYEES.

WHEREAS, it is the objective of the government to provide its employees with maximum support for low-cost housing program;

WHEREAS, the National Government has initiated the Home Development Mutual Fund known as PAG-I.B.I.G., a home financing program for both public and private employees;

WHEREAS, Letter of Instructions No. 937 specifically declares that for CY 1980, the national government counterpart in the PAG-I.B.I.G. Housing Program shall form part of the scheduled increases in the compensation of government employees;

NOW, THEREFORE, I FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by law, do hereby Order and Direct:

1. This Letter shall apply to regular officials and employees of (a) agencies of the national government, including state universities and colleges, (b) local government units, and (c) government-owned or controlled corporations.

2. The employer’s counterpart required in CY 1980 for national government employees enrolling in the PAG-I.B.I.G. Program shall be paid by the national government out of the Salary Adjustment Fund provided by B.P. No. 40 or other funds available for the purpose. Funding in 1981 and subsequent years shall be estimated and provided for under a separate lump-sum in the General Appropriations Bill.

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3. The employer’s counterpart for PAG-I.B.I.G. participation of officials and employees in government-owned or controlled corporations shall be changed to their respective corporate funds.

The Governing Board of a corporation may limit the participation of its employees in cases where corporate funds are inadequate or in cases where the corporation is already supporting directly or indirectly, employee housing activities.

4. The employer’s counterpart for PAG-I.B.I.G. participation of officials and employees in state universities and colleges shall be, charged to their respective Special Funds or to savings in their General Allocations.

5. The employer’s counterpart for PAG-I.B.I.G. participation of officials and employees in local government units shall be charged to local funds. Participation of local government officials or employees may be limited to such extent as may be called for by limits in local finances.

6. The funding sources identified by this Letter shall be available effective May 1, 1980.

7. The rules, guidelines and procedures necessary to carry out this Letter shall be formulated and issued by the Minister of the Budget.

Done in the City of Manila, this 12th day of May, in the year of Our Lord, nineteen hundred and eighty.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1980). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**Letter of Implementation No. 118**

RESTRUCTURING, UPGRADING AND FURTHER RATIONALIZING THE CLASSIFICATION AND  
COMPENSATION SCHEME OF POSITIONS DIRECTLY INVOLVED IN SCIENTIFIC RESEARCH

WHEREAS, scientific research is vital for the development of the country;

WHEREAS, it is necessary to restructure, upgrade and further rationalize the classification and compensation scheme of positions directly involved in scientific research in addition to the increases authorized under LOimp. No. 82;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by law, do hereby Order the implementation of the following measures to restructure the classification and upgrade the compensation of positions involved in scientific research in the National Government:

1. The following position titles and salary ranges shall be adopted for the Science Development Group of the National Government and Classification and Compensation Plans:

<u>SCIENCE RESEARCH GROUP</u>	<u>SALARY RANGE</u>
Science Research Assistant I	R-54-
Science Research Assistant II	58
Science Research Specialist I	62
Science Research Specialist II	65
Science Research Specialist III	69
Science Research Specialist XV	73
Senior Science Research Specialist	75 2nd
Supervising Science Research Specialist	75 4th
Chief Science Research Specialist	80

2. Salary adjustments shall be granted to Science Research positions only after evaluation by the Minister of the Budget of statements of duties and responsibilities of positions. Other positions in related Science Classes shall be reclassified and allocated accordingly to these Science Research Classes.

3. The Ministry of the Budget shall make the necessary adjustments in cases where problems in superior-subordinate salary relationship arise as a result of the salary standardization directed by Letter.

4. Funds needed to implement this Letter shall be drawn from the appropriations for salary increases provided in agency budgets. Any deficiency shall be drawn from salary lapses or other personal services savings of the agency concerned. Any remaining deficiency shall be funded from the Salary Adjustments Fund provided in BB. P. Blg. 40.

5. The salary adjustments required in the implementation of this salary upgrading shall be effective May 1, 1980.

6. The rules and regulations needed to comply with this Letter shall be formulated and issued by the Minister of the Budget.

Done in the City of Manila, this 12th day of May, in the year of Our Lord, nineteen hundred and eighty.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1980). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 119**

ADOPTING IN INTEGRATED COMPENSATION SCHEME FOR LAWYER POSITIONS PERFORMING SPECIALIZED FUNCTIONS IN THE MINISTRY OF JUSTICE

WHEREAS, the Constitution directs the adoption of a standard compensation schema in the Government, which mandate is implemented by P.D. No. 985 and certain other laws;

WHEREAS, the General and specialized functions of the Ministry of Justice are vital, necessary and indispensable to the attainment of the goals of our New Society;

WHEREAS, there is a need for systematic compensation plan that recognizes and rewards efficient performance and integrity in the service for officials and employees performing specialized functions in the Ministry of Justice, in line with salary rates of the Office (Ministry) of the Solicitor General;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by law, do hereby Order and Direct:

1. The following positions in the Ministry of Justice shall be paid in accordance with the following rates:

Office of the Ministry of Justice

National Prosecution Service

<u>TITLE</u>	<u>SALARY RATE</u>
<b><u>PROSECUTORS</u></b>	
State Prosecutory I	P23,893
State Prosecutor II	26,388
State Prosecutor III	29,148
State Prosecutor IV	32,184
Senior State Prosecutor	35,532
Assistant Regional State Prosecutor	37,344
Regional State Prosecutor	41,232
Assistant Chief State Prosecutor	45,540
Chief State Prosecutor	50,292

<b><u>FISCALS</u></b>	
<b><u>First Class A Provinces and Cities Except Manila, Pasay City, Quezon City and Caloocan City</u></b>	-
Provincial/City Fiscal	35,532
First Assistant	32,164
Second Assistant	30,624
Third Assistant	29,148
Fourth Assistant	27,732

Other assistants	26,388
<u>First Class 3 Provinces and Cities</u>	
Provincial/City fiscal	32,154
First Assistant	30,624
Second Assistant	29,148
Third Assistant	27,732
Fourth assistant	26,363
Other Assistants	25,116
<u>First Class C Provinces and Cities</u>	
Provincial/City Fiscal	30,624
First Assistant	29,148
Second Assistant	27,732
Third Assistant	26,386
Fourth Assistant	25,116
<u>Second Class Provinces and Cities</u>	
Provincial/City Fiscal	29,148
First Assistant	27,732
Second Assistant	26,388
Third Assistant	25,116
Fourth Assistant	23,892
<u>Third Class Provinces and Cities</u>	
Provincial/City Fiscal	P27,732
First Assistant	26,388
Second Assistant	25,116
Third Assistant	23,892
<u>Fourth Class Provinces and Cities</u>	
Provincial/City Fiscal	26,388
First Assistant	25,116
Second Assistant	23,392
Third Assistant	22,728
<u>Fifth Class Provinces and Cities</u>	
Provincial/City Fiscal	25,116
First Assistant	23,892
<u>For the Cities of Manila, Pasay City, Quezon City, Pasay City and Caloocan City</u>	
City Fiscal	45,540
First Assistant	35,532
Second Assistant	32,184
Third Assistant	30,624
Fourth Assistant	29,143
Other Assistants	27,732
<u>Legal Staff</u>	
State Counsel I *	32,184
State Counsel II	35,532
Senior State Counsel	39,240
Assistant Chief State Counsel	45,540
Chief State Counsel	50,292
<u>Citizen Legal Assistance Office</u>	
Trial Attorney	P21,624
Citizen Attorney	23,392

District Citizens Attorney	25,116
Senior Citizens Attorney	27,732
Supervising Citizens Attorney	32,134
Regional Director	37,344
Deputy Chief Citizens Attorney	45,540
Chief Citizens Attorney	50,292
<u>Office of the Government Corporate Counsel</u>	
Trial Attorney	21,624
Trial Attorney	22,728
State Corporate Attorney	26,388
State Corporate Attorney	29,148
State Corporate Attorney	32,816
State Corporate Attorney	37,344
Assistant Government Corporate Counsel	45,540
Government Corporate Counsel	55,536

2. Adjustments in the rate shall be automatically made with changes in the national Salary Schedule made pursuant to P.D. No. 985.

3. Funds needed to implement this Letter shall be drawn from appropriations for salary increases provided in the CY 1980 budget of the Office of the Minister of Justice, Citizens Legal Assistance Office and the Office of the Government Corporate Counsel. Any deficiency shall be drawn from salary lapses or other personal services savings of the agencies concerned. Any remaining deficiency shall be funded from the Salary Adjustment Fund provided in Batas Pambansa Blg. 40. Thereafter, they will be provided in the annual General appropriations Act.

4. The Minister of the Budget shall make the necessary adjustments in cases where problems in supervisor-subordinate salary relationship arise as a result of the salary adjustments provided herein.

5. The salary increases directed by this Letter shall be effective May 1, 1980.

6. The rules and regulations needed to carry out this Letter shall be formulated and issued by the Minister of the Budget.

Done in the City of Manila, this 12th day of May, in the year of Our Lord, nineteen hundred and eighty.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JUAN C. TUVERA  
Presidential Executive Assistant

**Source: Presidential Management Staff**

Office of the President of the Philippines. (1980). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 120**

STANDARDIZATION OF EDP AND EDP-RELATED CLASSES OF POSITIONS IN THE NATIONAL GOVERNMENT

WHEREAS, there is need to standardize salary structure for EDP positions in the national government;

WHEREAS, EDP classes of positions in the national government are necessary in the operation of vital computer facilities of government;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by law, do hereby order the implementation of the following measures to standardize the compensation of EDP classes of positions in the national government.

1. In lieu of the EDP classes of positions and classes of positions in the Tabulating Equipment Operation Group existing under the National Government Classifications and Compensation Plan, the following position titles shall be adopted:

<u>Series/Class</u>	<u>Salary Range</u>
<u>Systems Analyst Series</u>	
EDP Systems Analyst	68
Senior EDP Systems Analyst	70
Supervising EDP Systems Analyst	71
<u>Programmer Series</u>	
Junior Computer Programmer	62
Computer Programmer	64
Senior Computer Programmer	67
<u>EDP Research Series</u>	
EDP Researcher	57
Senior EDP Researcher	60
EDP Researcher Analyst	63
<u>Computer Maintenance Series</u>	
Computer Maintenance Assistant	57
Computer Maintenance Specialist	63
Senior Computer Maintenance Specialist	68
<u>Computer Operated Series</u>	
Junior Computer Operator	57
Computer Operator	60
Senior Computer Operator	64
Supervising Computer Operator	68
Chief Computer Operator	71
<u>EDP Librarian Series</u>	
EDP File Librarian	56
<u>Input Machine Operator Series</u>	
EDP Input Machine Operator	53



Senior EDP Input Machine Operator	57
Supervising EDP Input Machine Operator	59
Head EDP Input Machine Operator	63
Chief EDP Input Machine Operator	66
<u>Data Transcriber Series</u>	
Data Transcriber	49
<u>Data Controller Series</u>	
EDP Data Controller	53
Senior EDP Data Controller	57
Supervising EDP Data Controller	61
Chief EDP Data Controller	69
Data Center Chief	71
<u>Auxiliary Machine Operator Series</u>	
Auxiliary Machine Operator	54
Senior Auxiliary Machine Operator	57
Supervising Auxiliary Machine Operator	61
Assistant Auxiliary Machine Operator	66
Chief Auxiliary Machine Operator	70
<u>EDP Operations Series</u>	
EDP Operation Assistant	72
EDP Chief I	73
EDP Chief II	77
EDP Chief III	80

2. Salary adjustments shall be granted to incumbents of EDP positions only after the re-evaluation by the Ministry of the Budget of the statements and duties and responsibilities of the positions.

3. The Ministry of the Budget shall make the necessary adjustments in cases where problems in superior-subordinate salary relationship arise as a result of the salary standardization directed by the Letter. To preclude further problems arising from superior-subordinate salary relationships, the Ministry of the Budget through its Management Office, shall determine the details of any creation/separation of the electronic data processing unit in an agency.

4. Funds needed to implement this Letter shall be drawn from the appropriations for salary increase provided in agency budgets by B. P. Blg. 40. Any deficiency shall be drawn from salary lapses or other personal services savings of the agency concerned. Any remaining deficiency shall be funded from the Salary Adjustment Fund provided in B. P. Blg. 40.

5. The salary adjustments required in the implementation of this salary standardization shall be effective May 1, 1980.

6. The rules and regulations needed to carry out this Letter shall be formulated and issued by the Minister of the Budget.

Done in the City of Manila, this 12th day of May, in the year of Our Lord, nineteen hundred and eighty.

President of the Philippines

By the President:

(SGD.) JUAN C. TUBERA  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1980). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACANANG  
RESIDENCE OF THE PRESIDENT OF THE PHILIPPINES

MANILA

**LETTER OF IMPLEMENTATION NO. 121**

REALIGNING, RESTRICTING, UPGRADING AND FURTHER RATIONALIZING THE CLASSIFICATION AND COMPENSATION SCHEME OF THE ENGINEERING AND OTHER RELATED GROUPS OF POSITIONS IN THE NATIONAL GOVERNMENT.

WHEREAS, engineering and other related positions are vital in the infrastructure and other phases of development of the nation;

WHEREAS, it is imperative to reduce the number of classes in the engineering and other related occupations to a more manageable size pursuant to the Integrated Reorganization Plan and to identify such classes by uniform titles;

WHEREAS, it is necessary to realign, restructure, upgrade and further rationalize the classification and compensation scheme of the engineering and other related groups of positions in addition to the increases authorized under Letter of Implementation No. 82 in line with the level of adjusted salary rates of other professions;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by law, do hereby order the implementation of the following measures to restructure the classification and upgrade the compensation of engineers and other related occupations in the national government;

1. The engineering and other related classes of positions covered by the national compensation and classification plans shall be realigned, restructured and upgraded as follows, in addition to the salary increases directed under Letter of Implementation No. 82:

From		To	
Title	Present Range	Title	Salary Range

Aeronautical Engineering Group

Junior Aeronautical Engineer	56	Junior Aeronautical Engineer	60
Aeronautical Engineer	63	Aeronautical Engineer	65
Chief Aeronautical Engineer	63	Supervising Aeronautical Engineer	72

Agricultural Engineering Group

Junior Agricultural Engineer	56	Junior Agricultural Engineer	60
Agricultural Engineer	62	Agricultural Engineer	65
Senior Agricultural Engineer	64	Senior Agricultural Engineer	68
Supervising Agricultural Engineer	66	Supervising Agricultural Engineer	72
Assistant Chief Agricultural Engineer	70	Head Agricultural Engineer	74
Chief Agricultural Engineer	72	Chief Agricultural Engineer	75-2nd

Aircraft Engineering and Repair Group

Aircraft Mechanic		Aircraft Mechanic	
Helper	39	Helper	41
Aircraft Mechanic		Aircraft Mechanic	
I	46	I	48
Aircraft Mechanic		Aircraft Mechanic	
II	52	II	54
Junior Aircraft		Junior Aircraft	
Maintenance		Maintenance	
Engineer	56	Engineer	60
Senior Aircraft		Senior Aircraft	
Mechanic	56	Mechanic	58
Aircraft Maintenance Foreman	59	Aircraft Maintenance Foreman	61
Aircraft Maintenance Engineer	62	Aircraft Maintenance Engineer	65

#### Airport Operation Group

Airport Attendant	38	Airport Attendant	40
Airport Terminal Aide	42	Airport Terminal Aide	44
Airport Receptionist	44	Airport Receptionist	46
Air Terminal Supervisor	59	Air Terminal Supervisor	62
Airport Supervisor I	63	Airport Supervisor I	66
Airport Supervisor II	68	Airport Supervisor II	71
Airport Operations Chief	69	Airport Operations Chief	72
Chief Airport Supervisor	70	Chief Airport Supervisor Assistant	73
Assistant Airport General Manager	71	Assistant Airport General Manager I	74
Airport General Manager	73	Airport Manager I	75-2nd
MIA Assistant General Manager	73	Airport Manager II	75-2nd
MIA General Manager	75	Assistant Airport Manager II	75-2nd

#### Airways Engineering Group

Antenna Rigger	42	Antenna Rigger	44
Airways Engineering Draftsman	50	Airways Engineering Draftsman	52
Airways Technician I	57	Airways Technician I	59

Airways Technician II	59	Airways Technician II	61
Senior Airways Technician	62	Senior Airways Technician	64
Airways Engineer	63	Airways Engineer	65
Supervising Airways Technician	65	Supervising Airways Technician	67
Senior Airways Engineer	66	Senior Airways Engineer	68
Assistant Chief Airways Technician	67	Assistant Chief Airways Technician	69
Chief Airways Technician	70	Chief Airways Technician	72
Airways Facilities Coordinator	70	Airways Facilities Coordinator	72
Airways Engineering Supervisor	72	Airways Engineering Supervisor	73
Superintendent of Air Navigation Facilities	74	Superintendent of Air Navigation Facilities	75-2nd

#### Airways Operation Group

Air Traffic Controller I	57	Air Traffic Controller I	60
Airways Communicator I	57	Airways Communicator I	60
Air Traffic Controller II	59	Air Traffic Controller II	62
Airways Communicator II	59	Airways Communicator II	62
Senior Aeronautical Information Officer	65	Senior Aeronautical Information Officer	65
Senior Air Traffic Controller	63	Senior Air Traffic Controller	66
Senior Airways Communicator	63	Senior Airways Communicator	66

Supervising Air Traffic Controller	66	Supervising Air Traffic Controller	69
Supervising Airways Communicator	66	Supervising Airways Communicator	69
Assistant Chief Aeronautical Information Officer	67	Assistant Chief Aeronautical Information Officer	70
Airways Operations Specialist I	68	Airways Operations Specialist I	71
Assistant Chief Air Traffic Controller	68	Assistant Chief Air Traffic Controller	71
Assistant Airways Communicator	68	Assistant Airways Communicator	71
Chief Air Traffic Controller	69	Chief Air Traffic Controller	72
Chief Airways Communicator	69	Chief Airways Communicator	72
Assistant Air Traffic Services Supervisor	70	Assistant Air Traffic Services Supervisor	73
Assistant Airways Communications Supervisor	70	Assistant Airways Communications Supervisor	73
Chief Aeronautical Information Officer	70	Chief Aeronautical Information Officer	73
Mr Traffic Services Supervisor	71	Mr Traffic Services Supervisor	74
Airways Communications Supervisor	71	Airways Communications Supervisor	74
Airways Operations Assistant Superintendent	72	Airways Operations Assistant Superintendent	75

#### Architecture Group

Architect I	56	Architect I	60
Architect II	60	Architect II	62
Landscape Superintendent I	65	Landscape Superintendent I	67
Architect III	65	Architect III	67
Assistant Landscape Superintendent II	67	Assistant Landscape Superintendent II	68
Senior Architect	67	Senior Architect	68
Landscape Superintendent II	71	Landscape Superintendent II	72
Supervising Architect	71	Supervising Architect	72
Principal Architect	72	Principal Architect	73
Assistant Chief Architectural Engineer	74	Head Architectural Engineer	74
Project Architect, EDPITAF	74	Project Architect, EDPITAF	74
Chief Architectural Engineer	75	Chief Architectural Engineer	75-2nd

### Automotive Engineering and Repair Group

Automotive Shop Superintendent I	58	Automotive Shop Superintendent I	60
Assistant Automotive Equipment Engineer	62	Assistant Automotive Equipment Engineer	65
Automotive Shop Superintendent II	63	Automotive Shop Superintendent II	65
Health Services Transport Assistant Supervisor	65	Health Services Transport Assistant Supervisor	66
Automotive Equipment Engineer I	67	Senior Automotive Equipment Engineer I	68
Health Services Transport Supervisor	69	Health Services Transport Supervisor	70

Automotive Equipment Engineer II	71	Supervising Automotive Equipment Engineer I	72
Supervising Automotive Equipment Engineer	72	Supervising Automotive Equipment Engineer II	73
Assistant Chief Automotive Equipment Engineer	73	Head Automotive Equipment Engineer	74
Chief Automotive Equipment Engineer	74	Chief Automotive Equipment Engineer	75-2nd

### Cartography Group

Cartographic Engineer	62	Cartographic Engineer	65
Photogrammetrist	62	Geodetic Engineer (see Geodetic Engineering Group)	
Aerial PhotoAnalyst	62	Aerial PhotoAnalyst	64
Supervising Cartographer	63	Supervising Cartographer	64
Head Cartographer	65	Head Cartographer	67
Senior Cartographer Engineer	65	Senior Cartographer Engineer	68
Supervising Photogrammetrist	69	Supervising Geodetic Engineer (see Geodetic Engineering Group)	
Supervising Aerial Photo Analyst	69	Supervising Aerial Photo Analyst	72
Supervising Cartographic Engineer	69	Supervising Cartographic Engineer	72
Chief Cartographer	71	Chief Cartographer	72
Operations Officer	71	Operations Officer	72
Chief Cartographic Engineer	72	Head Cartographic Engineer	74

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### Chemical Engineering and Plant Operation group

Junior Chemical Engineer	56	Junior Chemical Engineer	60
Chemical Engineer	62	Chemical Engineer	65

Senior Chemical Engineer	65	Senior Chemical Engineer	68
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Civil Aeronautics Regulation Group

Air Carrier Safety Inspector		Air Carrier Safety Inspector	
Air Compliance Agent		Air Compliance Agent	
Aircraft Safety Inspector		Aircraft Safety Inspector	
Cabin Crew Examiner		Cabin Crew Examiner	
Air Carrier Accounts Analyst		Air Carrier Accounts Analyst	
Check-Flight Radio Operator		Check-Flight Radio Operator	
Senior Cabin Crew Examiner		Senior Cabin Crew Examiner	
Check-Flight Engineer		Check-Flight Engineer	
Senior Flight Operations Officer		Senior Flight Operations Officer	
Air Operations Analyst I		Air Operations Analyst I	
Air Carrier Safety Supervisor		Air Carrier Safety Supervisor	
Air Operations Analyst II		Air Operations Analyst II	
Air Rate Analyst		Air Rate Analyst	
Aircraft Safety Supervisor		Aircraft Safety Supervisor	
Aircraft Specialist		Aircraft Specialist	
Supervising Air Carrier Accounts Analyst		Supervising Air Carrier Accounts Analyst	
Air Carrier Safety Inspector		Air Carrier Safety Inspector	
Air Compliance Agent		Air Compliance Agent	
Aircraft Safety Inspector		Aircraft Safety Inspector	
Cabin Crew Examiner		Cabin Crew Examiner	
Air Carrier Accounts Analyst		Air Carrier Accounts Analyst	
Check-Flight Radio Operator		Check-Flight Radio Operator	
Senior Cabin Crew Examiner		Senior Cabin Crew Examiner	
Check-Flight Engineer		Check-Flight Engineer	
Senior Flight Operations Officer		Senior Flight Operations Officer	
Air Operations Analyst I		Air Operations Analyst I	
Air Carrier Safety Supervisor		Air Carrier Safety Supervisor	
Air Operations Analyst II		Air Operations Analyst II	
Air Rate Analyst		Air Rate Analyst	
Aircraft Safety Supervisor		Aircraft Safety Supervisor	
Aircraft Specialist		Aircraft Specialist	
Supervising Air Carrier Accounts Analyst		Supervising Air Carrier Accounts Analyst	

Check Pilot I	67	Check Pilot I	70
Flight Operations Specialist	67	Flight Operations Specialist	70

Chief of Air Operations	69	Chief of Air Operations	72
Check Pilot II	70	Check Pilot II	72
Chief Air Carrier Accounts Analyst	70	Chief Air Carrier Accounts Analyst	72
ICAO Coordinator	71	ICAO Coordinator	72
Regional Aviation Safety Regulations Supervisor	71	Regional Aviation Safety Regulations Supervisor	73
Senior Check Pilot	71	Senior Check Pilot	73
Assistant Aviation Safety Regulations Chief	72	Assistant Aviation Safety Regulations Chief	74
Chief Check Pilot	72	Chief Check Pilot	74
Aviation Safety Regulation Chief	73	Aviation Safety Regulation Chief	74
Air Operations Chief	74	Transfer to Meteorology Group	75-2nd

#### Civil Engineering Group

Junior Civil Engineer	56	Junior Civil Engineer	60
Supervising Civil Engineering Drafts man	56	Supervising Civil Engineering Drafts man	58
Associate Civil Engineer	59	Associate Civil Engineer	62
Civil Engineer	62	Civil Engineer	65
Photomosaic Map Engineer	62	Photomosaic Map Engineer	65
Senior Civil Engineer	65	Senior Civil Engineer	68
Assistant Highway District Engineer I	69	Assistant Highway District Engineer I	70

Assistant Highway City Engineer	69	Assistant Highway City Engineer	70
Supervising Civil Engineer	69	Supervising Civil Engineer	70
Assistant Highway City Engineer	70	Assistant Highway City Engineer	71
Assistant Highway District Engineer II	70	Assistant Highway District Engineer II	72
Supervising Civil Engineer II	71	Supervising Civil Engineer II	72
Assistant Highway District Engineer III	71	Assistant Highway District Engineer III	73
Highway District Engineer I	72	Highway District Engineer I	73
Supervising Civil Engineer III	72	Supervising Civil Engineer III	73
Assistant Staff Civil Engineer	73	Head Civil Engineer	74
Highway District Engineer II	73	Highway District Engineer II	74
Staff Civil Engineer	74	Chief Civil Engineer	75-2 <sup>nd</sup>
Highway District Engineer II	74	Highway District Engineer II	75
Chief Civil Engineer	75	Chief Civil Engineer	75-2 <sup>nd</sup>
Regional Highway Engineer	75	Regional Highway Engineer	75-4 <sup>th</sup>

#### Construction and Maintenance Group

	Landscape Supervisor	53	Landscape Supervisor	55
	Building and Grounds Supervisor	60	Building and Grounds Supervisor	62
	Assistant Building Superintendent	66	Assistant Building Superintendent	67
Building Superintendent I	69	Building Superintendent I	70	
Building Superintendent II	71	Building Superintendent II	72	



## Dredge Operation and Engineering Group

Dredge Engineer I	52	Dredge Engineer I	54
Dredge Master I	53	Dredge Master I	55
Assistant Dredge Engineer IV	55	Assistant Dredge Engineer IV	57
Dredge. Engineer II	55	Dredge Engineer II	57
Assistant Dredge Master IV	56	Assistant Dredge Master IV	58
Dredge Master II	56	Dredge Master II	58
Second Assistant Dredge Master IV.	56	Second Assistant Dredge Master IV	58
Assistant Dredge Engineer V	57	Assistant Dredge Engineer V	59
Master V	58	Master V	60
Assistant Dredge Engineer VI	60	Assistant Dredge, Engineer VI .	62
Master VI	61	Master VI	63
Dredge Engineer III	64	Dredge Engineer IH	66
Dredge Master IV	68	Dredge Engineer IV	69
Dredge Master IV	69	Dredge Master IV	70
Dredge Engineer V	70	Dredge Engineer V	71
Dredge Master V	71	Dredge Master V	72
Dredge Engineer VI	71	Dredge Engineer VI	72
Dredge Master VI	72	Dredge Master VI	73
Dredging Operations Supervisor	72	Dredging Operations Supervisor	73
Dredging Operations Superintendent	73	Dredging Operations; Superintendent	74

## Electrical Engineering and Plan Operation Group

Junior Electrical Engineer	56	Junior Electrical Engineer	60
Associate Electrical Engineer	59	Associate Electrical Engineer	62

Electrical Engineer	62	Electrical Engineer	65
Senior Electrical Engineer	65	Senior Electrical Engineer	68
Supervising Electrical Engineer	71	Supervising Electrical Engineer	72

## Electronics Engineering Group

Electronics Engineer	62	Electronics Engineer	65
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Senior Electronics Engineer	65	Senior Electronics Engineer	68
Chief Communications Equipment Technician	68	Chief Communications Equipment Technician	69
Supervising Electronics Engineer	71	Supervising Electronics Engineer	72

#### Engineering Research:Group

Junior Research Engineer	56	Junior Research Engineer	60
Research Engineer	62	Research Engineer	65
Supervising Research Engineer	69	Supervising Research Engineer	72
Special Instrumentation Research Engineer	69	Special Instrumentation Research Engineer	72

#### Geodetic Engineering Group

Junior Geodetic Engineer	56	Junior Geodetic Engineer	60
Geodetic Engineer	62	Geodetic Engineer	69
Senior Geodetic Engineer	65	Senior Geodetic Engineer	68
Senior Field Geodetic-Engineer	67	Senior Field Geodetic-Engineer	69
Supervising Geodetic Engineer I	69	Supervising Geodetic Engineer I	70
Supervising Geodetic Engineer II	71	Supervising Geodetic Engineer II	72
Head Geodetic Engineer	72	Head Geodetic Engineer	74
Chief Geodetic Engineer	73	Chief Geodetic Engineer	75-2nd

#### Geology Group

Junior Geologist	56	Junior Geologist	60
Mineral Analyst	59	Mineral Analyst	62
Geologist	62	Geologist	65
Paleontologist	62	Paleontologist	65
Senior Geologist	65	Senior Geologist	68
Senior Paleontologist	65	Senior Paleontologist	68
Supervising Geologist I	68	Supervising Geologist I	70
Supervising Geologist II	70	Supervising Geologist II	72
Chief Geologist	73	Chief Geologist	75-2nd
Chief Petroleum Geologist	73	Chief Petroleum Geologist	75-2nd

#### Geophysics Group

Seismological Assistant	59	Seismological Assistant	62
Geophysicist	62	Geophysicist	65
Seismologist	62	Seismologist	65
Oceanographer	62	Oceanographer	65
Senior Geophysicist	66	Senior Geophysicist	68
Senior Seismologist	66	Senior Seismologist	68
Senior Oceanographer	66	Senior Oceanographer	68
Supervising Seismologist	68	Supervising Seismologist	70

Chief Geophysicist	71	Chief Geophysicist	72
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#### Hydrography Group

Hydrographic Engineer I	59	Associate Hydrographic Engineer I	52
Hydrographic Engineer II.	62	Hydrographic Engineer II.	65
Senior Hydrographic Engineer	65	Senior Hydrographic Engineer	68
Supervising Hydro-graphic Engineer I	69	Supervising Hydro-graphic Engineer I	70

#### Industrial Engineering Group

Junior Industrial Engineer	56	Junior Industrial Engineer	60
Industrial Engineer	62	Industrial Engineer	65
Senior Industrial Engineer	65	Senior Industrial Engineer	68
Supervising Industrial Engineer	71	Supervising Industrial Engineer	72
Chief Industrial Engineer	74	Chief Industrial Engineer	75-2nd

#### Industrial Safety Regulations Group

Industrial Safety Engineer I	59	Industrial Safety Engineer I	62
Industrial Safety Engineer II	62	Industrial Safety Engineer II	65
Senior Industrial Safety Engineer	65	Senior Industrial Safety Engineer	68
Principal Industrial Safety Engineer	69	Principal Industrial Safety Engineer	70
Chief Industrial Engineer	71	Supervising Industrial Safety Engineer	71

#### Industrial Technology Group

Industrial Technologist	57	Industrial Technologist	60
Industrial Research Technologist	59	Industrial Research Technologist	62
Senior Industrial Research Technologist	69	Senior Industrial Research Technologist	70

#### Irrigation Operation Group

Irrigation Engineer	62	Irrigation Engineer	65
Senior Irrigation Engineer	65	Senior Irrigation Engineer	68
Supervising Irrigation Engineer	72	Supervising Irrigation Engineer	72
<u>Marine Engine Operation Group</u>			
Fourth Marine Engineer	58	Fourth Marine Engineer	60
Third Marine Engineer	61	Third Marine Engineer	63
Second Marine Engineer	65	Second Marine Engineer	67
Chief Marine Engineer I	67	Chief Marine Engineer I	68
Chief Marine Engineer II	70	Chief Marine Engineer II	71
Staff Marine Engineer	72	Staff Marine Engineer	72

### Maritime Safety Regulation Group

Maritime Safety Engineer	59	Maritime Safety Engineer	65
Supervising Maritime Safety Engineer	65	Supervising Maritime Safety Engineer	68
Chief Maritime Safety Engineer	67	Supervising Maritime Safety Engineer	72

### Materials Testing and Research Group

Mechanical Testing Supervisor	57	Mechanical Testing Supervisor	60
Materials Testing Supervisor	62	Materials Testing Supervisor	65
Materials Testing Engineer I	65	Materials Testing Engineer I	68
Materials Research Engineer	65	Materials Research Engineer	68
Materials Testing Engineer II	69	Materials Testing Engineer II	70
Senior Materials Research Engineer	69	Senior Materials Research Engineer	70
Supervising Materials Testing Engineer	72	Supervising Materials Testing Engineer	72
Assistant Chief Materials and Research Engineer	73	Head Materials and Research Engineer	74
Chief Materials and Research Engineer	74	Chief Materials and Research Engineer	75-2 <sup>nd</sup>
		Assistant Director Soul and Materials Quality Control	75-4th

### Mechanical-Electrical Engineering Group

Junior Mechanical Electrical Engineer	56	Junior Mechanical Electrical Engineer	61
Mechanical-Electrical Engineer	63	Mechanical-Electrical Engineer	66
Senior Mechanical Electrical Engineer	66	Senior Mechanical Electrical Engineer	69
Supervising Mechanical Electrical Engineer	71	Supervising Mechanical Electrical Engineer	73
Head Mechanical Electrical Engineer	72	Head Mechanical Electrical Engineer	75
Chief Mechanical Electrical Engineer	74	Chief Mechanical Electrical Engineer	75-3rd

### Mechanical Engineering Group

Junior Mechanical Engineer	56	Junior Mechanical Engineer	60
Associate Mechanical Engineer	59	Associate Mechanical Engineer	62
Mechanical Engineer	62	Mechanical Engineer	65

Senior Mechanical Engineer	65	Senior Mechanical Engineer	68
Supervising Mechanical Engineer	71	Supervising Mechanical Engineer	72
Head Mechanical Engineer	72	Head Mechanical Engineer	74
Chief Mechanical Engineer	74	Chief Mechanical Engineer	75-2

#### Mechanical Plant Operation Group

Mechanical Plant Supervisor I	56	Mechanical Plant Supervisor I	58
Mechanical Plant Supervisor II	61	Mechanical Plant Supervisor II	63
Mechanical Plant Chief	65	Mechanical Plant Chief	67

#### Medical Equipment Engineering and Repair Group

Medical Equipment Maintenance Engineer	59	Medical Equipment Maintenance Engineer	65
Senior Medical Equipment Maintenance Engineer	62	Senior Medical Equipment Maintenance Engineer	68
Supervising Medical Equipment Maintenance Engineer	65	Supervising Medical Equipment Maintenance Engineer	72
Chief Medical Equipment Maintenance Engineer	69	Chief Medical Equipment Maintenance Engineer	74

#### Metallurgical Group

Metallurgist I	62	Metallurgist I	65
Metallurgist II	64	Metallurgist II	68
Senior Metallurgist	68	Senior Metallurgist	70
Supervising Metallurgist	70	Supervising Metallurgist	72
Chief Metallurgist	73	Chief Metallurgist	75-2nd

#### Meteorology Group

Meteorologist 61

Supervising Meteorologist Operations Inspector 62

Senior Meteorologist	65	Senior Meteorologist	69
Supervising Meteorologist	67	Supervising Meteorologist	69
Chief Meteorologist	70	Chief Meteorologist	71
Weather Services Coordinator	72	Weather Services Coordinator	73
Weather Specialist	73	Weather Specialist	74
Air Operations Scientist	74	Air Operations Scientist	75
Assistant Weather Services Chief	75-2 <sup>nd</sup>	Assistant Weather Services Chief	75-2nd
Weather Services Chief	75-2 <sup>nd</sup>	Weather Services Chief	

### Mining Engineering Group

Mining Engineer	62	Mining Engineer	65
Senior Mining Engineer	68	Senior Mining Engineer	68
Supervising Mining Engineer	70	Supervising Mining Engineer	78
Chief Mining Engineer	73	Chief Mining Engineer	75-2nd

### Naval Architectural Group

Associate Naval Architect	62	Associate Naval Architect	65
Naval Architect	65	Senior Naval Architect	68

### Production Planning and Control Group

Production Assistant I	52	Production Assistant I	52
Time-Study Analyst	58	Time-Study Analyst	58
Production Assistant II	58	Production Assistant II	58
Senior Production Assistant 5	59	Senior Production Assistant 5	60
Assistant Production Superintendent	63	Assistant Production Superintendent	64
Production Superintendent	67	Production Superintendent	68

### Property Appraisal Group

Agricultural Property Appraiser	59	Agricultural Property Appraiser	61
Real Estate Appraiser	59	Real Estate Appraiser	61
Property Appraiser	59	Property Appraiser	61
Industrial Property Appraiser		Industrial Property Appraiser	65
Senior Property Appraiser	63	Senior Property Appraiser	65
Supervising Property Appraiser	67	Supervising Property Appraiser	68
Chief Property Appraiser	72	Chief Property Appraiser	73

### Quarrying Group

Quarry Superintendent I	60	Quarry Superintendent	62
Quarrying and Milling Supervisor	65	Quarrying and Milling Supervisor	67
Quarrying and Milling Superintendent	67	Quarrying and Milling Superintendent	68

### Radio Regulation Group

Radio Frequency Analyst	59	Radio Frequency Analyst	61
Radio Frequency Coordinator	65	Radio Frequency Coordinator	67

Supervising Radio Frequency Analyst	67	Supervising Radio Frequency Analyst	69
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#### Radio Program Production Group

Senior TV Network Engineer	65	Senior TV Network Engineer	68
Supervising TV Network Engineer	71	Supervising TV Network Engineer	72

#### Regional and Urban Planning Group

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Regional-Urban Planner I	56	Regional-Urban Planner I	60
Regional-Urban Planner II	62	Regional-Urban Planner II	65
Senior Regional- Urban Planner	65	Senior Regional- Urban Planner	68
Chief Regional-Urban Planner	70	Chief Regional-Urban Planner	72

#### Sanitary Engineering Group

Sanitary Engineer	62	Sanitary Engineer	65
Pollution Control Technologist II	62	Pollution Control Technologist II	65
Senior Sanitary Engineer	65	Senior Sanitary Engineer	68
Pollution Control Technologist III	66	Pollution Control Technologist III	69
Supervising Sanitary Engineer I	67	Supervising Sanitary Engineer I	70
Supervising Sanitary Engineer II	68	Supervising Sanitary Engineer II	72
Sanitary Engineering Adviser	69	Sanitary Engineering Adviser	73
Pollution Control Technologist IV	70	Pollution Control Technologist IV	73
Pollution Control Specialist	70	Pollution Control Specialist	73
Chief Sanitary Engineer	72	Head Sanitary Engineer	73
Malaria Field Operations Chief	74	Malaria Field Operations Chief	74
Chief Pollution Control Technologist	74	Pollution Control Executive Officer	75-4th
Pollution Control Executive Officer	75-2nd		

#### Telecommunications Engineering and Repair Group

Junior Telecommunications Engineer	56	Junior Telecommunications Engineer	60
Telecommunications Engineer	62	Telecommunications Engineer	65
Radio Engineer	65	Radio Engineer	68
Senior Telecommunications Engineer	65	Senior Telecommunications Engineer	72
Supervising Telecommunications Engineer	69	Supervising Telecommunications Engineer	72
Head Telecommunications Engineer	71	Head Telecommunications Engineer	74
Supervising Radio Engineer	69	Supervising Radio Engineer	74
Head Telegraph Engineer	71	Head Telegraph Engineer	74
Head Radio Engineer	71	Head Radio Engineer	74
Head Telephone Engineer	71	Head Telephone Engineer	74
Head Telecommunications Engineer	71	Chief Telecommunications Engineer	75-2nd
Chief Telecommunications Engineer	73		

#### Telecommunications Operations Group

Telegraphic TransferProject Officer	59	Telegraphic Transfer Regulation	
Telegraphic Transfer Regulation Evaluator	59	Telegraphic Transfer Regulation Evaluator	61
Telegraphic Transfer Traffic Coordinator	63	Telegraphic Transfer Traffic Coordinator	64
Telegraphic Transfer Regional Coordinator	65	Telegraphic Transfer Regional Coordinator	66
Telecommunications Traffic Supervisor	68	Telecommunications Traffic Supervisor	69
Telegraphic Transfer Service Supervisor	68	Telegraphic Transfer Service Supervisor	69
Telegraphic Transfer Service Supervisor	68	Telegraphic Transfer Service Supervisor	69
Telecommunications Traffic Coordinator	69	Telecommunications Traffic Coordinator	70
Telecommunications Development Officer	70	Telecommunications Development Officer	71
Chief Telecommunications Investigator	71	Chief Telecommunications Investigator	72
Telecommunications District Officer	71	Telecommunications District Officer	72
Telecommunications Commercial Services Chief	71	Telecommunications Commercial Services Chief	73
Telecommunications Traffic Head	72	Telecommunications Traffic Head	74
Telecommunications Traffic Chief	73	Telecommunications Traffic Chief	75
Telegraphic Transfer Service Chief	74	Telegraphic Transfer Service Chief	75

#### Transportation and Utilities Regulation Group

Utilities Regulation Engineer I	59	Associate Utilities Regulation Engineer I	62
Utilities Regulation Engineer II	62	Utilities Regulation Engineer	65
Supervisor Utilities Regulation Engineer	65	Senior Utilities Regulation Engineer	68
Assistant Chief Utilities Regulation Engineer	69	Supervising Utilities Regulation Engineer	72
Chief Utilities Regulation Officer	72	Head Utilities Regulation Officer	74

#### Transportation-Planning and Development Group



Transportation Planning Officer I	62	Transportation Planning Officer I	64
Transportation Development Officer I	62	Transportation Development Officer I	64
Transportation District Supervisor I	64	Transportation District Supervisor I	66
Transportation Planning Officer II	65	Transportation Planning Officer II	67
Transport Engineering Coordinator	65	Transport Engineering Coordinator	67
Transportation Development Officer II	66	Transportation Development Officer II	67

Transportation District Supervisor II	67	Transportation District Supervisor II	68
Senior Transportation Planning Officer	68	Senior Transportation Planning Officer	69
Senior Transportation Development Officer	69	Senior Transportation Development Officer	70
Transportation District Supervisor III	69	Transportation District Supervisor III	70
Supervising Transportation Planning Officer	71	Supervising Transportation Planning Officer	72
Supervising Transportation Development Officer	72	Supervising Transportation Development Officer	73
Assistant Chief Transportation Planning Officer	73	Assistant Chief Transportation Planning Officer	74
Assistant Chief Transportation Development Officer	75	Assistant Chief Transportation Development Officer	75
Chief Transportation Development Officer	75-2nd	Chief Transportation Planning Officer	75-3rd
		Chief Transportation Development Officer	75-4th

#### Well and Core Drilling Group

Assistant Supervising Well Driller	58	Assistant Supervising Well Driller	60
Well Drilling Chief	59	Well Drilling Chief	61
Supervising Well Driller	63	Supervising Well Driller	65
Wells and Springs Development Assistant	63	Wells and Springs Development Assistant	65
Assistant Well Drilling Superintendent	66	Assistant Well Drilling Superintendent	
Well Drilling Superintendent	69	Well Drilling Superintendent	70
Wells and Springs Development Officer	70	Wells and Springs Development Officer	71

#### Communications Development Officer Series

Communications Development Officer	66	Communications Development Officer	67
Senior Communications Development Officers	69	Senior Communications Development Officers	70
Supervising Communications Development Officer	72	Supervising Communications Development Officer	74
Chief Communications Development Officer	75-2nd	Chief Communications Development Officer	74-4th

2. Adjustments shall not apply to positions/ persons who are covered by the Career Executive Service or are declared equivalent thereto.

3. The Minister of the Budget shall make the necessary adjustments incases where problems in supervisor-subordinate salary relationships arise as a result of the upgrading directed by this Letter-

4. Related cases not covered by this Letter of Implementation shall be referred to the Minister of the Budget

5. Funds needed to implement this Letter shall be drawn from appropriations for salary increase provided in agency budgets by B.P. Big. 4-0. Any deficiency shall be drawn from salary lapses or other personal services savings of the agency concerned. Any remaining deficiency shall be funded from the Salary Adjustment Fund provided in B.P. Blg. 4-0.

6. The salary upgradings directed by this Letter shall be effective May 1, 1980.

7. The rules and regulations needed to comply with this Letter shall be formulated and issued by the Minister of the Budget.

Done in the City of Manila, this 12th day of May, in the year of Our Lord, nineteen hundred and eighty.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JUAN C. TUVERA  
Presidential Assistant

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1980). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 122**

AUTHORIZING SALARY INCREASES AND ALLOWANCES FOR REPRESENTATION AND  
TRANSPORTATION FOR OFFICIALS IN THE SECRETARIAT OF THE BATASANG PAMBANSA

WHEREAS, key positions of the Secretariat of the Batasang Pambansa are not covered by the law rules and regulations governing the Career Executive Branch of the Executive Branch of Government;

WHEREAS, such key officials and employees are not extended the benefits of the new salary scale provided under Presidential Secret No. 1581 for members of the Career Executive Irvine and the allowances provided under the General Provisions of the annual appropriations acts;

WHEREAS, there is a need to brine the salaries of the officials from the Secretary to the Service Chiefs to salary levels of their Counterparts in the Executive Branch and to, sake provisions for their allowances for transportation and representation;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by law, do hereby Order and Direct:

1. The salaries/transportation and representation allowances of officials of the Batasang Pambansa Secretariat shall be in accordance with the following rates:

<u>MONTHLY ALLOWANCES</u>					
Title	Salary Salary Rate	Transportation CY 1979	Representation CY 1979	Transportation CY 1980	Representation CY 1980
Secretary	267,500	2400	P400	P450	P450
Assistant Sec.	58,368	350	350	400	400
Sergeant-At-Arms	58,368	350	350	400	400
Assistant Sergeant-At-Arms	45,540	300	300	350	350
Director	P45,540	300	300	350	350
Special Officer	45,540	300	300	350	350
Head Executive Assistant	45,540	300	350	350	350
Service Chief	33,816	200	200	350	250

2. The abovementioned positions shall be equated to counterparts in the Career Executive Service and their compensation shall be adjusted together with any adjustments in CES compensation rates as those are adjusted, as say by determined by the Minister of the Budget.

3. Officials who are assigned official vehicles shall not receive the transportation allowance herein indicated.

4. The allowances herein, provided, shall be supplemented by the special allowance earlier approved for Batasan staff members, of P200 per person per month.

5. Funds needed to implementing this Letter shall be drawn from appropriations for salary increases provided in the CY 1980 budget of the Batasang Pambansa. Any deficiency shall be drawn from salary lapses or other personal services savings. Any remaining deficiency shall be fun led from the salary adjustment fund provided in Batasan Pambansa Blg. 40. Thereafter, they will he provided in the annual General Appropriations Act.

6. The salary increases and allowances directed by this Letter shall be effective January 1980.

7. The rules and regulations needed to comply with this Letter shall he formulated and issued by the Minister of the Budget.

Done in the City of Manila, this 12th day of May, in the year of Our lord, nineteen hundred and eighty.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JUAN C. TUVERA  
Presidential Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1980). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 123**

AUTHORIZING THE IMPLEMENTING GUIDELINES ORGANIZATIONAL AND STAFFING PATTERN, COMPENSATION SYSTEM AND FUNDING OF THE NATIONAL POST-HARVEST INSTITUTE FOR RESEARCH AND EXTENSION AND FOR OTHER PURPOSES.

WHEREAS, a well coordinated and sustained government program on food production coupled with the cooperation of the Filipino farmers has made the country not only self-sufficient but with an exportable surplus in rice;

WHEREAS, with the breakthrough in grains production, it has become necessary to establish a national post-harvest Institute for research and extension, in order to maximize the benefits to farmers, traders, processors and consumers; minimize losses and improve the quality of the milled rice and other grains both for the local and export market;

WHEREAS, Section 5 of Presidential Decree No. 1580 provides that the program of implementation which shall include the organizational and staffing pattern, compensation system and funding of the institute has to be submitted to the Office of the President;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines by virtue of the powers vested in me by law, do hereby instruct the implementation of the following guidelines:

1. NAPHIRE as a Foundation

NAPHIRE hereinafter referred to as the Institute, is envisioned to be organized and to function as a foundation which, for policy, program coordination and support, shall be a subsidiary of the National Grains Authority and shall have powers, rights and privileges, such as:

1. The Institute shall be exempted from the payment of Income Tax as provided for under the National Internal Revenue Code.
2. Donations given by private individuals or entities, whether Filipino National, resident aliens or non-resident aliens under the pertinent circumstances shall not be subject to Donor's tax and may be deducted in toto from the income of the National Internal Revenue Code.
3. The Institute shall likewise be exempted from the coverage of Presidential Decree No. 711.
4. The Institute shall have the power to own, lease, operate or otherwise acquire land, buildings, equipment and such other infrastructures as may be necessary to carry out its functions and to sell or dispose of the same.
5. The Institute shall also have the authority to enter into, make, perform and carry out contracts of every class and description necessary or incidental to the realization of its function with any person, firm or corporation or initiate contracts and/or agreements between the Philippine government and any foreign government or institution, including the power to accept donations and grants, to invest its funds and enter into trust fund agreements.
6. The Institute may engage the services of experts from other government agencies, schools, colleges and universities and instrumentalities.

## II. Organizational Set-up and Structure

### A. Board of Trustees

The powers and functions of the institute shall be vested in and exercised by the Board of Trustees which shall have the overall responsibility for formulating and coordinating a comprehensive program for the development of the post-production technology.

It shall have further powers, such as:

1. To constitute appropriate committees and determine and grant such allowances and other incentives for the services of experts and consultants as may be necessary in furtherance of its objectives and functions.
2. To coordinate the activities of appropriate government and private institutions relative to their respective functions in connection with post-harvest programs and corollary activities.
3. To adopt an annual budget for the payment of salaries and wages, purchase of equipment and materials and for operating and capital expenditures of the institute.
4. To formulate the organizational structure of the institute and establish such staff and line units as may be necessary for its operations and functions.
5. To cause the establishment of research and training centers in such locations as may be determined by the Board.
6. To discharge such other rights and powers as may be necessary for, corollary and incidental to its functions.

### B. MANAGEMENT

1. The management of the institute shall be vested in an executive director who may be assisted by as many deputy directors as may be necessary, all of whom shall be appointed by the Board of Trustees.
2. The salaries, benefits and other emoluments of the officials and employees of the institute shall be fixed by the Board of Trustees, pursuant to Letter of Implementation No. 103 dated October 1, 1979 for the agricultural, trading and promotional sector.
3. The Executive Director shall, among others, execute and administer the policies and resolutions approved by the Board, direct, manage and supervise the administration and operations of the institute, subject to the supervision of the Board.
4. The Executive Director, shall, subject to the confirmation of the Board, appoint the personnel of the institute, suspend or otherwise discipline them for cause and prescribe their duties and qualifications to the end that only competent persons may be employed; He may also delegate certain aspects of his administrative responsibilities to other officers, and may be vested in him by the Board.

## III FUNDING

1. The Ministry of the Budget shall immediately release to the institute the sum of TEN MILLION PESOS (P10 M) provided for under Presidential Decree No. 1380.
2. For the continuing operations of the institute, the following sources of funds are hereby authorized:
  - 2.1 Fixed excise tax from export of rice to the private sector

2.2 Fixed research fund contributions from G.O. 47 participants

2.3 Grains industry development tax as may be imposed on the grains industry sector

2.4 Fixed contributions from NGA and other government agencies requested by the board

2.5 Grants-In-Aid from government institutions and government entities, foundations or international institutions and governments such as UNDP, IDRC

2.6 Earnings from royalties, copyrights, consultancies, training fees, rentals and sales of publications

2.7 Soft loans from external funding institutions to be arranged through the Philippine Government

2.8 Interest earning of trust funds and other investments coming from the budget appropriated by the National Treasury.

3. In order that the institute could function immediately, the NGA shall allocate from its own funds such amount as may be necessary for the operations of the institute.

#### IV. Implementing Rules and Regulations

Pursuant to and in consonance with the guidelines established herein, the Board of Trustees shall have to formulate and adopt rules and regulations as may be necessary for, incidental to and appropriate for the attainment of the objectives of the institute.

#### V. Report to the President

Before the end of March of each year, the Board shall submit to the Office of the President an annual report on the condition of the institute, the annual report shall contain a review of the policies and measures adopted by the Board during the past year and the projects and researches undertaken and completed. The report shall also include an audited statement of the financial condition of the institute.

#### VI. Repealing Clause

All Laws, Decrees, Orders and Acts which are inconsistent with this Order are hereby repealed, modified or amended accordingly.

#### VII. Effectivity Clause

This Letter of Implementation shall be effective immediately.

Done in the City of Manila, this 22nd day of May, in the year of Our Lord, Nineteen Hundred and Eighty.

(SGD.) FERDINAND E. MARCOS  
Republic of the Philippines

By the President:  
(SGD.) JACOBO C. CLAVE  
Presidential Executive Assistant

*Source: Presidential Management Staff*

Office of the President of the Philippines. (1980). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.



MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 124**

**DIRECTING THE IMPLEMENTATION OF BUDGET PROGRAMS FOR AREA DEVELOPMENT**

WHEREAS, present economic uncertainties and pressures call for considerable prudence and careful conservation of our limited resources for national priority projects which are consistent with our immediate and long-term goals;

WHEREAS, closer coordination among the different regions in the country and the various sectors of the government will maximize efforts in the effective and efficient implementation of development activities;

WHEREAS, providing for the basic needs of man serves as the essential ingredient for national unity and balanced socio-economic growth;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President (Prime Minister) of the Philippines, do hereby direct the following measures in the implementation of the CY 1980 budget;

**MEDICAL SERVICES**

Construction of barangay health stations  
Purchase and distribution of drugs and medicines  
Operation and maintenance of sanitarium and skin clinics  
Operation and maintenance of hospitals  
Construction and improvement/renovation of hospitals and sanitarium  
Construction, rehabilitation and improvement of health center buildings

**EDUCATION, CULTURE AND TECHNOLOGY**

National aid for the operation and maintenance of provincial, municipal, city and barangay high school  
Implementation of programs for higher education including supervision of private schools  
Implementation of programs for general secondary, fishery, trade, industrial arts and other vocational education courses  
Construction and renovation of national secondary schools and colleges  
Construction, rehabilitation and improvement of school buildings

**MOBILITY**

Repair and maintenance of roads and bridges  
Repair and maintenance of barangay roads and bridges  
Construction of national roads and bridges  
Rehabilitation and improvement of national roads and bridges  
Construction of new provincial roads and bridges  
Construction of new city roads and bridges  
Construction of new municipal roads and bridges  
Repair maintenance of airport horizontal projects, including aircraft movement areas  
Operation, management, maintenance and repair of airports, air navigation facilities, buildings and installations, including the purchase of necessary materials, supplies and equipments

**ECOLOGICAL BALANCE**

Reforestation

## FOOD

Agricultural development program  
Promotion of home management and rural youth development  
Immunization, control and prevention of animal diseases  
Beef/carabeef development program  
Livestock and poultry dispersal and breed production  
Feeding program for first and second degree malnourished pre-school children

## PUBLIC BUILDINGS

Construction of police headquarters stations, jails and training centers

## WATER

Construction, rehabilitation and improve rent of artesian wells  
Construction, rehabilitation and improvement of communal irrigation systems

## SHELTER

Bagong Lipunan Improvement of Sites and Services

## ECONOMIC BASE

Regional manpower training centers  
Regional manpower planning and research  
Land tenure improvement services

2. The Minister of the Budget shall release the funds in accordance with the approved program and shall inform oil local government heads, through Members of the Batasang Pambansa, Provincial Governors, and Mayors of Cities and Municipalities of the projects and the corresponding amounts earmarked for their respective localities.

3. She funds shall be released in accordance with the implementation schedule contained in the attached document, subject to availability of cash at the indicated times and the usual budgetary reserves. The implementing agencies conceded shall comply with the project listing and implementation schedule and shall not withhold any amounts intended for regional distribution except as may be duly authorized under P.D. No.1177.

Done in the City of Manila, this 1st day of January, in the year of Our Lord, nineteen hundred and eighty.

(Sgd.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(Sgd.) JUAN C. TUVERA  
Presidential Assistant

*Source: Presidential Management Staff*

Office of the President of the Philippines. (1980). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 125**

TO:	The Minister, Ministry of Finance
	The Governor, Central Bank of the Philippines
	The Commissioner, Bureau of Customs

Pursuant to the provisions of Letter of Instructions No. 943, dated 17 October 1979, the Philippine Air Force, specifically the 700th Special Mission Wing, is hereby authorized to import free of tariff and customs duty and other requirements of the Tariff and Customs Code of the Philippines aircraft, engines, equipment, machinery, spare parts, aviation gas, fuel and oil, whether crude or refined, and such other articles or supplies for the use of the Philippine Air Force including, but not limited to, supplies and spare parts for use of Presidential Aircrafts PUMA SA33OL, Bell 212 and Fokker F-20 which are operated and maintained by 700th SMW, PAF.

It is hereby reiterated the aforesaid articles and supplies be released immediately from the Bureau of Customs without the necessity of awaiting for the presentation of a statement under oath stating the following:

- a) that such articles or supplies are not locally available in reasonable quantity, quality, and price; and
- b) That they are necessary for or incidental to the operation of the Philippine Air Force and its other allied activities.

The aforesaid sworn statement shall only be submitted within fifteen (15) days after the release of the aforesaid articles and supplies.

The other provisions of Letter of Instructions No. 943 are hereby affirmed and made applicable to all supplies and articles to be imported for use of the aforesaid and other Presidential aircrafts.

Done in the City of Manila, this 5<sup>th</sup> day of July, in the year of Our Lord, nineteen hundred and eighty.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JOAQUIN T. VENUS, JR.  
Presidential Assistant

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1980). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACAÑAN PALACE  
MANILA

**LETTER OF IMPLEMENTATION NO. 126**

**RELATIVE TO THE COMPENSATION OF FSI OFFICERS AND EMPLOYEES**

WHEREAS, the autonomous Foreign Service Institute created under Presidential Decree No. 1060 has been attached to the Ministry of Foreign Affairs under Presidential Decree No. 1587 and is currently undertaking various training programs and vital research projects for the professionalization of the Foreign Service including attaches from the Ministry of Finance, BIR, Tourism, Trade, Labor, etc. as envisioned by Executive Order No. 523;

WHEREAS, the management transition period provided for under Presidential Decree No. 1060 and extended by Letter of Instruction No. 1028 has expired on 30 June 1980 without a suitable Position Classification and Compensation Scheme for the Foreign Service Institute.

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines by virtue of the powers vested in me by law, do hereby order the implementation of the following:

1. The Salary and Compensation Scheme for officers and employees of the Foreign Services Institute shall be equivalent of the rates fixed under Presidential Decree No. 905 and Letter of Implementation No. 100 with the following assimilated ranks; provided that all appointments to these Board of the Foreign Service Institute in accordance with existing FSI Qualification Standards.

<u>Designation</u>	<u>Assimilated Ranks</u>
Senior Fellow	Senior Foreign Affairs Adviser
Associate Fellow	Foreign Service Officer I
Senior Foreign Service Development Specialist	Foreign Service Officer II
Associate Foreign Service Development Specialist	Foreign Service Officer III
Foreign Service Development Specialist	Foreign Service Officer IV
Foreign Service Development Officer I	Foreign Service Staff Officer I
Foreign Service Development Officer II	Foreign Service Staff Officer II
Foreign Service Development Officer III	Foreign Service Staff Officer III

2. Officers and employees other than those of the Ministry of Foreign Affairs whose present salaries are equal to or higher than the minimum of the class and grade of their assimilated ranks shall not suffer any reductions in compensation.

3. All other positions in the Foreign Service Institute shall be subject to Letter of Implementation No. 100 and existing Civil Service rules and regulations.

4. To prevent disruption of vital training programs including the internationally funded program on Trace Promotion by the EEC in Brussels and vital research projects the Memorandum of Agreement signed by the Minister of Foreign Affairs and the President of the Development Academy of the Philippines that expired on 30 June 1980 is hereby extended up to the end of the current Fiscal Year or until such time as this Order is fully implement within the framework of the austerity measures provided for under Letters of Instruction No. 805 and 981.

Done in the City of Manila this 1st day of July, 1980.

(Sgd.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(Sgd.) JUAN C. TUVERA  
Senior Presidential Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1980). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 127**

WHEREAS, In the interest of the efficient administration of justice, Presidential Decree No. 1726 has been issued for the purpose of adopting a systematic compensation scheme for officials occupying lawyer-positions in the Ministry of Justice;

WHEREAS, there is a need to forthwith implement said Decree in order to dissuade competent lawyers 4n the Ministry of Justice from accepting more attractive offers from the private sector;

WHEREAS, for the effective and equitable implementation of said Decree, it is necessary to clarify some of its provisions;

NOW, THEREFORE, I, FERDINAND E. MARCOS, by virtue of the powers vested in me by the Constitution, do hereby order the following:

1. The "Chief Financial Officer" mentioned in the first group of positions listed in Section 3 of P.D. No. 1726 with annual salary rate of P55 ,536.00 shall refer to the Assistant Secretary for Finance and Management.
2. The "Technical Staff Assistant Chiefs" mentioned in the third group of positions listed in Section 3 of the same Decree with annual salary rate of P50,292.00 shall refer to the two Technical Staff Senior Special Assistants holding Item No. 241 in the Personel Services Itemization approved by the President pursuant to Batas Pambansa Blg. 40.
3. The item "Board of Pardons and Parole Executive Director" appearing in the fourth group of positions listed in the same Section of said Decree with annual salary rate of P47 ,856.00 shall refer to the Assistant Executive Director of the Board of Pardons and Parole.
4. The Technical Staff Senior Legal Officers shall be considered as Senior Research Attorneys in the Office of the Minister of Justice with annual compensation of P37 ,344.00.
5. The positions of Fourth Assistant .Provincial/City Fiscals of Second Class Provinces/Cities and Third Assistant Provincial/City Fiscals of Third/Fourth Class Provinces/Cities, shall be categorized with the positions of Assistant Provincial/City Fiscals mentioned the eight group of positions listed in the same Section of P.D.No. 1 1726 with annual salary rate of P32,184.00.
6. The positions of NBI Assistant Regional Director and NBI Chief Agent shall be considered as NBI Chief Legal Officer with annual compensation of P47,856. 00 and the positions of NBI Head Agent, as NBI Chief Research Attorney with annual salary rate of P43,332.00. The positions of NBI Supervising Agent shall be equated with the positions of Supervising Parole Officers with annual salary rate of P41,232.00; those of NBI Senior Agent, with the positions of Senior Parole Officers with annual salary rate of P37,344. 00; those of NBI Agents III and II, with those of Legal Officers III with annual compensation of P32,184.00; and those of NBI Agent I, with those of Legal Officers I, with annual salary rate of P20,580.00.
7. The implementation of these rates, position classification or equivalents shall be implemented gradually, as may be dictated by government finances and otherwise in accordance with the provisions of P.D. No. 1726.

Done in the City of Manila, this 13th day of October, in the year of Our Lord, nineteen hundred and eighty.

(Sgd.) **FERDINAND E. MARCOS**

By the President:  
(Sgd.) JUAN C. TUVERA  
Senior Presidential Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1980). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.



MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 128**

DIRECTING THE IMPLEMENTATION OF REGIONALIZED BUDGET PROGRAMS OF NATIONAL GOVERNMENT AGENCIES AND GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS FOR CALENDAR YEAR NINETEEN HUNDRED AND EIGHTY-ONE

WHEREAS, the national budget for CY 1981 has been authorized under Batas Pambansa Blg. 80, the General Appropriations Act, and various continuing and automatic appropriations;

WHEREAS, integrated efforts of the various agencies of the government, including government-owned or controlled corporations, will facilitate the effective and efficient implementation of regional development activities;

WHEREAS, government effort must focus on basic human needs in reaffirmation of the New Society's commitment to improve the life of the common man;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do hereby direct the following measures in implementation of the CY 1981 budget:

1. The project schedules of the national government agencies and government owned or controlled corporations for the various regions, provinces, cities, and municipalities of the country, as presented in the attached document are hereby approved, covering the following areas and to accompany the infrastructure program of the national government:

Medical Services

Purchase and distribution of drugs and medicines  
Operation and maintenance of sanatoria and skin clinics  
Operation and maintenance of hospitals, including regional mental hospitals  
Construction, rehabilitation and improvement of health center buildings

Education, Culture and Technology

Implementation of programs for general secondary fishery, trade, industrial arts and vocational education courses  
Implementation of programs for Higher Education  
Aid to provincial, municipal, barangay and city high schools  
Construction, rehabilitation and improvement of school buildings, including priority school buildings •

Mobility

Repair and maintenance of national roads and bridges  
Construction, rehabilitation and improvement of national roads and bridges, including priority national roads and bridges  
Construction of new provincial, city and municipal roads and bridges  
Construction of barangay roads and bridges  
Repair and maintenance of provincial and city roads and bridges  
Repair and maintenance of municipal roads and bridges  
Repair and maintenance of barangay roads and bridges

Repair and maintenance of airport horizontal facilities  
Repair and maintenance of airports, air navigation facilities, buildings and installations

#### Ecological Balance

Fish seed production and dispersal  
Reforestation and afforestation, including Forest Ecosystem Management (ProFEM)  
Reforestation and afforestation activities of local government units  
Erosion control and watershed management

#### Food

Promotion of improved farm management practices  
Supplemental feeding program for malnourished pre-school children

#### Water

Construction, rehabilitation and improvement of artesian wells and springs  
Construction, rehabilitation and improvement of communal irrigation systems  
Expansion of the Barangay Irrigators' Service Association (BISA) Program and Farm Systems Development

Water supply improvement projects for urban centers outside Metro Manila

Water supply, sewerage and sanitation program for Metro Manila

Construction and rehabilitation of National and Communal Irrigation Projects/Systems  
Pump Irrigation Projects  
Groundwater Development Projects

#### Shelter

BLISS projects  
Construction of new housing units  
Improvement of sites and services  
Urban and rural upgrading  
Urban renewal projects  
New Town development and related projects

#### Community Development

Construction of police stations and jails  
Construction, rehabilitation and improvement of public buildings and facilities

#### Power

Electrical Distribution Systems  
Mini-hydro power plants through electric cooperatives  
Power generation and transmission projects  
Power generation by reservoir projects  
Power generation by mini-hydros in national irrigation systems;

2. The various implementing agencies shall prepare the necessary work and financial plans to expeditiously and efficiently implement the approved projects in accordance with standard budgetary procedure, after deducting approved budgetary reserves;
3. The Minister of the Budget shall release-the funds in accordance with the approved program and shall inform all local government heads through Members of the Batasang Pambansa, Provincial Governors, and Mayors of cities and municipalities, of the projects .and the corresponding amounts earmarked for their respective localities;
4. The release of funds shall be in accordance with the implementation schedule contained in the attached document, subject to availability of cash at the indicated times and the usual budgetary reserves. The implementing agencies concerned shall comply with the project listing and implementation schedule and shall not withhold any amounts intended for regional distribution except as may be duly authorized under P.D. No. 1177.

Done in the City of Manila this 30th day of October, in the year of our Lord nineteen hundred and eighty.

(Sgd.) **FERDINAND E. MARCOS**

By the President:  
(Sgd.) JOAQUIN T. VENUS, JR.  
Presidential Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1980). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACANANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 129**

ADOPTING A PROGRAM OF REVENUE GENERATION,  
EXPENDITURE, ORGANIZATION AND PERSONAL SERVICES  
FOR THE NATIONAL GOVERNMENT COVERING CALENDAR YEAR 1981

WHEREAS, Batas Pambansa Blg. 80 has appropriated funds for the operation of the Philippine Government during CY 1981;

WHEREAS, Batas Pambansa Blg. 80 is based on a program of revenue generation and expenditure as embodied in the President's Budget Message;

WHEREAS, a program of revenue generation and expenditure needs to be adopted, within the context of national development goals and agency objectives and performance targets;

WHEREAS, available funds of the government have to be apportioned among priority programs and projects of agencies in order to attain maximum benefits at the minimum cost; and

WHEREAS, it is necessary to provide for the organization and staffing of the national government;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do hereby Order and Direct:

1. The budgetary programs and projects, agency objectives and functions, accomplishment targets, and the program of revenue generation and expenditure of the National Government for the year nineteen hundred and eighty-one as embodied in the attached document is hereby approved for implementation, subject to the provisions of Batas Pambansa Blg. 80 and existing law, particularly P.D. No. 1177.
2. The itemization of personal services embodied in the attached document, including the General and Special Provisions therein, pertaining to allowances, fringe benefits, method of compensation, and allied matters, is hereby approved, pursuant to the provisions of P.D. No. 1177 (as amended), P.D. No. 985 (as amended), and P.D. No. 1285.
3. The Development Budget Coordination Committee shall evaluate and recommend such measures as may be necessary to attain the levels of revenue, expenditure and debt to meet development targets in the context of national developmental goals, economic growth rates, price levels, domestic credit and Balance of Payments objectives.
4. The initial expenditure program shall be reduced by budgetary reserves as may be necessary in order to anticipate possible shortfalls in revenue estimates and possible increases in the cost of implementing major ongoing priority projects, to provide for the acceleration of the geothermal and other energy programs, and to adequately implement priority programs such as food, peace and order and justice.
5. All agencies shall exert their best efforts to comply with the work programs in order to attain the accomplishment and unit cost targets indicated in the budget program, so as to achieve the desired results with maximum efficiency, economy and effectiveness.

Done in the City of Manila, this 30th day of October, in the year of Our Lord nineteen hundred and eighty.

(Sgd.) **FERDINAND E. MARCOS**

By the President:  
(Sgd.) JOAQUIN T. VENUS, JR.  
Presidential Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1980). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 130**

IMPLEMENTING THE STAFFING PATTERN OF THE FINANCE INTELLIGENCE AND INVESTIGATION BUREAU (FIIB) UNDER PRESIDENTIAL DECREE NO. 1458-A.

WHEREAS, the Finance Intelligence and Investigation Bureau (FIIB) has been created pursuant to Presidential Decree No. 1458 dated June 11, 1978, as implemented by Letter of Implementation No. 71 dated September 4, 1978 and further amended by Presidential Decree No. 1458-A;

WHEREAS, the newly created Bureau of the Ministry of Finance is now incorporated under Chapter 9, Section, 318 of the Revised Administrative Code of 1978;

WHEREAS, the Commissioner of the new Bureau through the Ministry of Finance has been directed by the President/Prime Minister of the Republic of the Philippines to organize and appoint his staff and personnel in accordance with the provision of Section 3, Presidential Decree No. 14-58 and Section 1, Article 1, Chapter 1, Part XIX of the Integrated Reorganization Plan; and

WHEREAS, the proposed Staffing Pattern of the FIIB has now become necessary to implement the aforesated staffing pattern;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Republic of the Philippines, by virtue of the powers vested in me by the Constitution, do hereby order and direct:

1. That the Personal Services Itemization of the abolished Anti-Smuggling Action Center be superseded by the FIIB Staffing Pattern effective immediately;
2. That the salaries of personnel of the Finance Intelligence and Investigation Bureau shall be in accordance with rates proposed in the staffing pattern of the Bureau pursuant to the prescribed rules of the Ministry of the Budget;
3. That retired government employees employed by the Bureau in the exigency of the service shall receive allowances commensurate to the rates of the positions they are occupying.

Done in the City of Manila, this 16th day of December in the year of Our Lord, nineteen hundred and eighty.

(Sgd.) **FERDINAND E. MARCOS**

By the President:  
(Sgd.) JOAQUIN T. VENUS, JR.  
Presidential Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1980). *[Letter of Implementation Nos.: 71 - 130]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 131**

**INCREASING THE RATES OF PER DIEMS AND OTHER ALLOWANCES OF AFP PERSONNEL SENT ON SCHOOLING/TRAINING ABROAD**

WHEREAS, review of existing rates of per diems and allowances given to AFP personnel sent on training abroad reveals that these are now inadequate to meet cost of living in countries like the United States where officers and enlisted men of the AFP are sent for schooling and training:

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines do hereby Order and Direct:

1. AFP personnel who are sent abroad to undergo training under the International Military Education and Training Program (IMETP) of the United States, the Foreign Military Sties (FMS) arrangement with the United States, Mutual Assistance Programs (MAP) and other training courses especially arranged with foreign countries shall be entitled to the following:

		Clothing	Daily Incidental
	<u>Per Diem</u>	<u>Allowance</u>	<u>Travel Expenses</u>
Officer	US\$25.00	\$250.00	\$2.00
Enlisted Personnel	US\$20.00	\$200.00	\$2.00

2. When a training grant offered by a foreign country includes provisions for a predetermined stipend, per diem, subsistence, lodging and other allowances, the amount of such privileges shall be deducted from his per diem entitlement. In the event that the amount given by the sponsoring government is equal to or more than the amount authorized herein, the per diem allowance provided in this Letter of Implementation shall not be paid.

3. The clothing allowance fixed herein is subject to the limitation on frequency set by Executive Order No. 129, s-68 as amended by Executive Order No. 421, s-73.

4. The funds needed to implement these revised rates shall be charged to AFP appropriations.

5. All executive orders, rule and regulations, on parts thereof which are inconsistent or in conflict with, any provision of this Letter shall be deemed repealed or modified accordingly.

6. This Letter of Implementation shall take effect immediately.

Done in the City of Manila, this 22nd day of December, in the year of Our Lord nineteen hundred and eighty.

(Sgd.) **FERDINAND E. MARCOS**

By the President:  
(Sgd.) JOAQUIN T. VENUS, JR.  
Presidential Assistant

*Source: Presidential Management Staff*

Office of the President of the Philippines. (1980). *[Letter of Implementation Nos.: 131 - 157]*. Manila: Presidential Management Staff.



MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 132**

INCREASING THE DAILY SUBSISTENCE ALLOWANCE OF MILITARY PERSONNEL OF THE ARMED FORCES OF THE PHILIPPINES TO EIGHT PESOS (P8.00) PER DAY AND AMENDING THE SYSTEM OF PAYING THE ALLOWANCE TO ENLISTED PERSONNEL, DRAFTEES, AND TRAINEES ON COMBAT STATUS.

WHEREAS, P.D. No. 397 dated February 28, 1974 provides that all officers and enlisted personnel of the Armed Forces of the Philippines including trainees undergoing military training pursuant to Republic Act No. 4091. Probationary Second Lieutenants/Ensigns, ROTC Cadets on summer camp training, reserve officers and enlisted reservists undergoing training or assembly/mobilization test shall receive a daily subsistence allowance of not less than six pesos (P6.00);

WHEREAS, the provision in Letter of Instructions No. 699 authorizing the increase in said allowance to eight pesos (P8.00) for enlisted men, draftees and trainees; assigned in a combat area, has become difficult to administer due to frequent shifts of personnel between combat and

WHEREAS, the President is authorized, under P.D. No. 985 (as amended), to establish rates of basic salary, compensation and fringe benefits for government employees, observing the constraints of fund availability;

WHEREAS, the current daily subsistence allowance of six pesos (P6.00) is inadequate to meet basic requirements;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by law, do hereby direct, Order and Instruct:

1. The daily subsistence allowance provided for under P.D. No. 397 for all officers and enlisted personnel of the Armed Forces of the Philippines including draftees, trainees, and Probationary Second Lieutenants/Ensigns undergoing military training, ROTC cadets on summer camp training and reserve officers and enlisted reservists, undergoing training or assembly mobilization test is hereby increased from six pesos (P6.00) to eight pesos (P8.00).
2. The provision of LOI No. 699 authorizing a differential in subsistence allowance between those on combat status and on non-combat status is hereby revoked.
3. The funds necessary to carry into effect the provisions of this Letter shall be drawn from savings and unprogrammed appropriations for the Armed Forces of the Philippines in 1980 and 1981.
4. The rules implementing this increase in subsistence allowance shall be promulgated by the Minister of National Defense.
5. This Letter of implementation shall take effect immediately.

Done in the City of Manila this 22nd day of December, in the Year of Our Lord, nineteen hundred and eighty.

(Sgd.) **FERDINAND E. MARCOS**

By the President:  
(Sgd.) JOAQUIN T. VENUS, JR.  
Presidential Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1980). *[Letter of Implementation Nos.: 131 - 157]*. Manila:  
Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 133**

INCREASING THE DAILY SUBSISTENCE ALLOWANCE OF THE UNIFORMED MEMBERS OF THE  
INTEGRATED NATIONAL POLICE

WHEREAS, the international energy crisis had led to an increase in the price of oil and consequently led to an increase in the prices of consumer items and high cost of living;

WHEREAS, there is a need for a systematic plan that recognizes efficient performance and integrity in service for members of the Integrated National Police;

WHEREAS, the Integrated National Police is a vital partner of the Armed Forces of the Philippines in the enforcement of law and maintenance of peace and order; and

WHEREAS, there is a need to rationalize the system of emoluments and allowances of the uniformed personnel of the Integrated National Police;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Republic of the Philippines, by virtue of the powers vested in me by the Constitution, do hereby direct, order and instruct:

1. The subsistence allowance of the uniformed members of the Integrated National Police is hereby increased from six pesos (P6.00) as authorized under paragraph 6.0 of LOImp Nr 98 to eight pesos (P8.00) per day.
2. The Minister of National Defense shall promulgate the rules to implement this Letter.
3. The amount appropriated for salary increases of the uniformed personnel which are incorporated in the budget of the Integrated National Police shall be used for the payment of the difference in subsistence allowance as directed by this Letter. Any deficiency shall be covered by salary lapses and other personal services savings of the Integrated National Police. Any further deficiency shall be covered by salary adjustment fund in the CY 1980 General Appropriations Act.
4. The increase in subsistence allowance, authorized in this Letter shall take effect immediately.

Done in the City of Manila, this 22nd day of December, in the year of Our Lord, nineteen hundred-and eighty.

(Sgd.) **FERDINAND E. MARCOS**  
President of the Philippines

By the President:  
(Sgd.) JOAQUIN T. VENUS, JR.  
Presidential Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1980). *[Letter of Implementation Nos.: 131 - 157]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 134**

DEFINING THE FUNCTIONS AND AUTHORIZING THE IMPLEMENTATION, COMPENSATION SYSTEM AND FUNDING, ORGANIZATION AND STAFFING PATTERN OF THE NATIONAL BARANGAY OPERATIONS OFFICE.

WHEREAS, pursuant to Letter of Instructions No. 944 dated 17 October 1979, the National Barangay Operations Office (NBOO) was formally created as a regular agency under the Ministry of Local Government and Community Development; and

WHEREAS, there is a need for the National Barangay Operations Office (NBOO) to implement programs/projects and activities which will not only enhance and strengthen the capabilities of barangay associations as instruments for development, but also promote barangay well-being and upliftment.

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by law, do hereby instruct the implementation of the following guidelines:

**I. FUNCTIONS OF THE NATIONAL BARANGAY OPERATIONS OFFICE**

The National Barangay Operations Office, hereinafter referred to as NBOO, shall perform, among others, the following functions:

1. Act as the National Secretariat and support unit to the Pambansang Katipunan ng mga Barangay;
2. Institute a Barangay Development Assistance Program based on a self-help principle to be initially undertaken in less-developed areas to which material and financial assistance may be provided on identified projects and activities that will foster and enhance barangay well-being and development;
3. Plan, develop, formulate and implement policies and programs that will foster development and improvement of the barangay units;
4. Conceptualize, prioritize and implement programs on barangay development in coordination with related agencies;
5. Identify political, economic and social problems of the Association of Barangay Councils and advise the Minister of Local Government and Community Development on these concerns accordingly;
6. Provide technical assistance and guidance in developing and enhancing the leadership capabilities of barangay officials including such areas as formulation, management and implementation of developmental activities;
7. Establish and maintain a Barangay Profile in every barangay throughout the country;
8. Provide continuing information dissemination to all barangay units on national development efforts and issues in order for them to participate more meaningfully in the mainstream of national development;
9. Promote and effect involvement and participation of barangay units in policy formulation and in the evolution and implementation of programs, projects and activities in partnership with the national government;

10. Conduct continuing research and studies and engage in activities which will promote and hasten the transfer of appropriate technology to the barangay;

11. Perform such other functions as provided for under existing laws.

## II. ORGANIZATION, STAFFING PATTERN AND COMPENSATION SCHEME

In order for the NBOO to perform its functions more effectively, the following organizational set-up shall be adopted:

The NBOO shall be composed of the Office of the Director and three divisions, namely, the Financial and Administrative Division, the Planning and Management Information Division and the Barangay Coordination and Development Training Division.

The Management of the NBOO shall be vested in the Director to be assisted by an Assistant Director with the ranks of CESO II and HI, respectively, and shall receive the salaries, allowances and other benefits provided therefor accordingly.

The Office of the Director and the three divisions shall be composed of the following personnel whose salary shall be based, on the standard rate as provided by law:

### OFFICE OF THE DIRECTOR

<u>Number</u>	<u>Position</u>
1	Director, CESO II
1	Assistant Director, CESO III
1	Senior Executive Assistant II
1	Senior Executive Assistant I
1	Private Secretary
1	Senior Stenographer
1	Driver

### FINANCIAL AND ADMINISTRATIVE DIVISION

1	Chief Development Management Officer
1	Secretary
1	Senior Development Management Officer
1	Administrative Officer I
1	Administrative Officer I
1	Administrative Officer I
1	Executive Assistant
1	Supply Officer I
1	Records Officer I
1	Bookkeeper I
1	Supervising Clerk I
1	Senior Clerk
1	Senior Clerk
1	Senior Clerk
1	Clerk II
1	Clerk II

1	Driver
1	Janitor
1	Utilityman
1	Messenger

PLANNING AND MANAGEMENT INFORMATION DIVISION

1	Chief Development Management Officer
1	Secretary
1	Senior Development Management Officer
1	Senior Development Management Officer
1	Supervising Planning Officer
1	Development Management Officer I
1	Development Management Officer I
1	Project Evaluation Officer
1	Planning Officer I
1	Economist
1	Eco. Researcher II
1	Eco. Researcher II
1	Eco. Researcher I
1	Eco. Researcher I
1	Management Specialist
1	Systems Analyst
1	Artist Illustrator
1	Statistician II
1	Junior Statistician
1	Development Management Researcher
1	Librarian
1	Clerk II
1	Clerk H
1	Clerk II
1	Stenographer

BARANGAY COORDINATION & DEV. TRAINING DIVISION

1	Chief Development Management Officer
1	Secretary
1	Senior Training Specialist
1	Statistician I
1	Junior Statistician
1	Junior Statistician
1	Development Management Research II
1	Development Management Research II
1	Training Officer
1	Training Officer
1	Clerk II
1	Clerk II
1	Clerk II
1	Clerk II

1	Supervising Information Officer
1	Information Editor II
1	Information Writer
1	Artist Illustrator I

Each of the divisions shall be headed by a Chief Development Management Officer who shall be entitled to allowances and other benefits provided for Chiefs of Division under existing laws.

### III. FUNDING

Inasmuch as the NBOO is a new Office and in order to effectively implement the provisions of this Letter, the amount of THREE MILLION SIX HUNDRED FIFTY-EIGHT THOUSAND (P3,658,000.00) PESOS is hereby made available from the appropriations of the MLGCD under p/p/A No. 1.2.1. of Batas Pambansa Blg. 80, a portion of which shall be utilized to undertake the Barangay Development Assistance Program.

The NBOO shall have an initial share of fifty per cent (50%) of the funds provided under MLGCD P/P/A No. 1.2.2.

Purchase of necessary equipment is hereby authorized in order to attain the goals and objectives of the NBOO.

### IV. IMPLEMENTING RULES AND REGULATIONS

Pursuant to and in consonance with the guidelines herein established, the NBOO shall have the power to formulate and adopt policies, rules and regulations necessary for, incidental to and appropriate for the attainment of its goals and objectives.

### V. REPEALING CLAUSE

All laws, Decrees, Orders and Acts which are inconsistent herewith are hereby repealed, modified or amended accordingly.

### VI. EFFECTIVITY CLAUSE

This Letter of Implementation shall take effect immediately.

Done in the City of Manila, this 9th day of April in the year of Our Lord, nineteen hundred and eighty-one.

(Sgd.) **FERDINAND E. MARCOS**  
President of the Philippines

By the President:  
(Sgd.) JUAN C. TUVERA  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1981). *[Letter of Implementation Nos.: 131 - 157]*. Manila: Presidential Management Staff.

MALACANANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 135**

AMENDING PARAGRAPH 3.1 OF LETTER  
OF IMPLEMENTATION NO. 63

WHEREAS, under Letter of Implementation No. 63 dated March 16, 1978, the attaches of the Ministry of Finance were given the assimilated rank of FSO II while the attaches of the Ministries of Labor, Tourism, Trade, National Defense and Public Information were given the rank of FSO I;

WHEREAS, in order to place BIR and Finance attaches on parity with attaches of other Ministries since the former perform basically the same functions as those of the latter and bear practically the same incremental financial load;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do hereby order:

Section 1. Paragraph 3.1 of Letter of Implementation No. 63 insofar as the Ministry of Finance is concerned is hereby amended to read as follows:

“3.1 x x x x

<u>Name of Agency</u>	<u>Designation</u>	<u>Assimilated Rank</u>
Ministry of Finance	Finance (Revenue) Attaches/Representatives	FSO I
	Assistant Finance (Revenue) Attaches/Representatives	FSO II
Office of the Minister		
Bureau of Internal Revenue	Revenue Attache/Representative	FSO I
	Assistant Revenue Attache/Representatives	FSO II

Section 2. The Revenue Attaches in the Offices of the Minister of Finance are renamed Finance Attaches and shall henceforth be officially known as such without the need for the issuance of a new appointment or designation.

Section 3. Effectivity. This Order shall take effect immediately.

Done in the City of Manila this 7th day of May in the year of Our Lord nineteen hundred and eighty-one.

(Sgd.) **FERDINAND E. MARCOS**

By the President:  
(Sgd.) JUAN C. TUVERA  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1981). *[Letter of Implementation Nos.: 131 - 157]*. Manila: Presidential Management Staff.



MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 136**

ADOPTING STANDARD PROCEDURES AND REQUIREMENTS GOVERNING CLAIMS FOR PAYMENT ON INFRASTRUCTURE PROJECTS.

WHEREAS, Letter of Instructions No. 1038 created & committee to recommend standard guidelines on processing of claims for payment of work done on government infrastructure projects;

WHEREAS, the Committee composed of the Executive Director of the Presidential Management Staff, acting as Chairman, the Ministers of the Ministry of Public Highways, Ministry of the Budget, Ministry of Public Works, Chairman, Commission on Audit and the Director-General of the Rational Economic and Development Authority, conducted studied and Held consultations with the Philippine Contractors Association on the existing procedures and requirements;

WHEREAS, in compliance with the mandate of LOI 1038, the Committee has submitted recommendations on procedure a and documentation for claims for payment on Infrastructure projects;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines by virtue of the powers vested in me by law, do hereby order and direct:

1. All Ministries and Agencies concerned shall implement; the following with regard to claims for payment of infrastructure projects;
  - a. Progress Billings shall be prepared by the contractor, supported by a Statement of Work Accomplished to be reviewed and certified by the Project Engineer, and submitted to the Ministry implementing the project.
  - b. A checklist of the required documents should accompany the actual documents submitted by the contractor with the Process Billing to the Ministries and Agencies concerned to be used in checking the completeness of required documents.
  - c. The pre-audit function withdrawn by the COA shall not be duplicated by the agencies concerned.
  - d. Internal control should be instituted by the Ministries or Agencies concerned. Accordingly, the accounting and budget divisions should be strengthened, and systems and procedures therein reviewed to enable speedy processing, periodic analysis and reporting of results.
  - e. The implementing Ministries/Agencies should reduce the required supporting documents for processing of claims by eliminating those which essentially duplicate certified information already available in others.
  - f. The standard procedures prepared by the committee shall be adopted by all Ministries and Agencies including all government corporations, with only minor variations therefrom as may be required by the circumstances of the project or the agency's internal procedures.
  - g. The implementing Ministries/Agencies should adopt a time frame within which each processing step shall be completed.

h. The implementing Ministries/Agencies shall furnish the Commission on Audit a copy of the contract and its supporting documents within five (5) days after perfection thereof.

i. Unjustified failure to comply with the time frame set by the implementing Ministries/Agencies for each processing unit to complete a processing step, as well as the time frame set for submission of copies of contracts to the Commission on Audit shall subject the responsible person(s) or unit to appropriate administrative sanction or penalties.

2. The attached standard flow chart procedures on all levels and document requirements for payment of claims shall be implemented by the Ministries/Agencies concerned.

Done in the City of Manila, this 13th day of May, in the year of Our Lord, nineteen hundred and eighty-one.

(Sgd.) **FERDINAND E. MARCOS**  
President of the Philippines

By the President:  
(Sgd.) JOAQUIN T. VENUS, JR.  
Presidential Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1981). *[Letter of Implementation Nos.: 131 - 157]*. Manila: Presidential Management Staff.

MALACANANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 137**

DIRECTING THE IMPLEMENTATION OF LOCAL DEVELOPMENT PROJECTS FOR CALENDAR  
YEAR NINETEEN HUNDRED AND EIGHTY TWO

WHEREAS, the chief concerns of national development include the enhancement of regional growth and the fostering of self-reliance among local government units;

WHEREAS, the requirements of regional development justify a rationalized scheme for the implementation of local priority projects in support of approved Regional Development Investment Programs (RDIPs) as well as Individual provincial/municipal development plans;

WHEREAS, the national budget for CY 1982 authorized under Batasan Pambansa Blg. 131 provides a lump-sum appropriation intended for the support of local development projects;

WHEREAS, there is a need to identify the specific projects to be funded out of said appropriation;

WHEREAS, the active participation of national government agencies and local government units concerned is vital in the effective prosecution of said projects;

NOW, THEREFORE, FERDINAND E. MARCOS, President of the Philippines, do hereby direct the following measures in implementation of the above-mentioned budgetary program CY 1982;

1. The project listings classified by regions presented in the attached document "Support for Local Development Projects, CY 1982" are hereby approved.
2. The Minister of the Budget shall release the funds through the appropriate implementing Ministries and agencies which shall prepare the necessary work and financial plan to expeditiously and efficiently implement the approved projects in accordance with standard budgetary procedure and requirements.
3. The Minister of the Budget shall inform all local government heads, through Members of the Batasang Pambansa, Provided, Governors and Mayors of cities and municipalities, of the projects and the corresponding amounts earmarked for their respective localities.
4. The implementing agencies concerned shall, comply with the project listing and shall not withhold any amounts intended for regional distribution except as may be duly authorized under P. D. No. 1177.

Done in the City of Manila this 8th day of December, in the year of Our Lord, nineteen hundred and eighty one.

(SGD.) Ferdinand E. Marcos  
President of the Philippines

By the President:  
Juan C. Tuvera  
Presidential Executive Assistant

*Source: Presidential Management Staff*

Office of the President of the Philippines. (1981). *[Letter of Implementation Nos.: 131 - 157]*. Manila: Presidential Management Staff.

MALACANANG  
MANILA

**LETTER OF IMPLEMENTATION. NO. 138**

IMPLEMENTING EXECUTIVE ORDER NO. 634, DATED DECEMBER 4, 1980, GOVERNING THE CREATION OF THE REGIONAL COOPERATIVE DEVELOPMENT ASSISTANCE OFFICES , IN REGIONS IX AND XII AND FOR OTHER PURPOSES

In view of the promulgation of Executive Order No. 634 on December. 4, 1980 in line with the policy of the Administration to provide every possible national government, support to the autonomous governments of Regions IX and XII and to the Office of Muslim Affairs in order to accelerate the rehabilitation and development of Southern Philippines, the guidelines herein provided shall govern the implementation of the integrated regional cooperatives development program in Regions IX and XII and, furthermore, establish the organization, powers, and responsibilities, of the Regional Cooperatives Development Assistance Offices in each of the said autonomous regions.

GENERAL PROVISION

SECTION 1. In accordance with the concept of regional autonomy, pursuant to PD No. 1618 and other pertinent issuances, the integrated regional cooperatives development program shall be pursued vigorously in Regions IX and XII without necessarily having to circumscribe the existing national government obligation to extend support to local echelons and international commitments of which the Republic of the Philippines assume responsibility.

SEC. 2. All functions and responsibilities relative to the promotion and development of all types and federations/unions of cooperatives and pre-cooperative associations within the purview of Presidential Decree No. 175 and implementing guidelines or administrative issuances thereto appertaining in Regions IX and XII are assumed by the integrated regional cooperatives development program.

SEC. 3. The Regional Cooperatives Development Assistance Offices each of Regions IX and XII shall in all their operational activities be guided by the internationally accepted principles and practices of cooperativism and by the national policies involving the promotion, organization, development and supervision of cooperatives pursuant to Presidential Decree No. 175 and Letter of Implementation No. 23.

SEC. 4. In the implementation of the integrated regional cooperatives development program in Regions IX and XII, the implementors shall endeavor to introduce Innovative Approaches and strategies of cooperativism adaptive to the cultural pattern and environmental conditions obtaining in said autonomous regions.

It shall be the prime concern of the Regional Cooperatives Development Assistance Offices for Regions IX and XII to focus their main programs on the KILUSANG KABUHAYAN AT KAUNLARAN PROGRAM of the New Republic, especially on the following areas:

- a. Retraining and reorientation of staff and field implementators on the KILUSANG KABUHAYAN AT KAUNLARAN program and concept;
- b. Motivation and principal participation of the private sector in the KILUSANG-KABUHAYAN AT KAUNLARAN projects;
- c. Tight coordination with the local elective officials; and

d. Livelihood projects on agro-forestry, agro-livestock, aqua-marine, shelter, cottage and light industry, waste utilization and services.

#### GENERAL POWERS AND FUNCTIONS

SEC. 5. The Regional Cooperatives Development Assistance Office, subject to existing laws and regulations, shall have the following powers and functions:

- a. To administer the implementation of the integrated regional cooperatives development program within its jurisdiction.
- b. To closely coordinate with and/or enlist the support and cooperation of the Office of Muslim Affairs, the regional autonomous government, the Ministry of Agriculture .Regional Office and such other government agencies or private entities as may be deemed vital to the effective; execution of the plans and project designed to accelerate the socio-economic development of the region through the Integrated Regional Cooperatives Development Program.
- c. To evolve systematic action plans; employ innovative approaches and strategies; and conduct continuous evaluation, researches and studies that are necessary in program and project implementation.
- d. To promote, organize, register, develop and supervise all forms, federations and unions of cooperatives and pre-cooperative associations pursuant to PD 175 and LOI 23 among all sectors of the\_ population and consistently conduct training courses and information drives to institutionalize cooperation among the populace.
- e. To contract, receive and/or convey grants, donations, gifts, loans and any other form of bequeathal needed to carry out its plans and projects as provided for in Section 20.
- f. To disburse funds within the limits of the budgetary ceiling therefor authorized in accordance with auditing and Accounting rules and regulations.
- g. To maintain personnel force within the limits authorized by the Ministry of the Budget and ensure the effective discharge of their duties, their high morale, and their professional growth and development.

#### ORGANIZATION

SEC. 6. The Regional Cooperative Development Assistance Offices in Regions IX and XII, shall respectively maintain a regional Office and field offices in each province, city and municipality. It shall likewise establish monitoring and/or liaison office in the national level to maintain close coordination with other agencies involved in the implementation of the Program.

SEC. 7. Executive Director. The Regional Cooperatives Development Assistance Offices shall be headed each by an Executive Director with the rank of Career Executive Service Officer II appointed by the President of the Philippines. He shall have the following powers and duties:

- a. Administers the Regional Cooperatives Development Assistance Office and executes: such plans and policies as are evolved pursuant to the implementation of the integrated regional cooperatives development program.
- b. Negotiates and signs contracts under the usual rules and regulations for government contracts in behalf of the Regional Cooperatives .Development Assistance Office in connection with the plans, projects, grants, donations, loans or bequests to and from the Regional Cooperatives Development Assistance Office.
- c. Signs administrative issuances, communications, and other documents, including vouchers in the amount authorized under existing law, rules and regulations and the budgetary ceiling or indemnity bond posted in his behalf.

d. Appoint, promote, transfer, reinstate, terminate and supervise personnel of the Regional Cooperatives Development Assistance Office subject to existing laws, rules and regulations of the Civil Service Commission.

e. Performs such other duties and assumes such other responsibilities as the Minister of Agriculture may assign from time to time.

SEC. 8. Deputy Executive Director. The Executive Director shall be assisted by a Deputy Executive Director with a rank, of Career Executive Service Officer III appointed by the President of the Philippines. He shall have the following powers and duties:

a. Assists the Executive Director and acts for and in his absence.

b. Signs vouchers or financial documents as maybe delegated or in accordance with the indemnity bond posted in his behalf.

c. Performs such other duties and assumes such other responsibilities as the Executive Director may delegate from time to time.

SEC. 9. The Executive Director shall be back staffed by different divisions or units to effectively carry out his functions and whose specific responsibilities are herein enumerated.

SEC. 10. Administrative Division. The Administrative Division headed by an officer with the rank of Chief of Division shall exercise the following functions and responsibilities:

a. Performs the housekeeping chores in the Regional Office.

b. Procures supplies and equipment needed by the different division/units of the regional, office and by the field offices and their respective personnel.

c. Maintains the serviciability of vehicles and equipment of the Regional Cooperatives Development Assistance Office.

d. Acts as the nerve center of communication in and for the Regional Cooperatives Development Assistance Office.

e. Performs such other functions as the Executive Director may assign from time to time.

SEC. 11. Budget and Fiscal Division. The Budget and Fiscal Division headed by an officer with the rank of Chief of Division shall have the following functions:

a. Prepares the budget of the Regional Cooperatives Development Assistance Office in cooperation with the Planning and Management Information Division.

b. Maintains the accounting of all funds received and disbursed by the Regional Cooperatives Development Assistance Office and the recording or bookkeeping of the same.

c. Re-alligns from time to time the funding requirements of activities and projects in accordance with the long range plan of the Regional Cooperatives Development Assistance Office, as well as the financial requirements of the personnel, subject to existing budget, laws, rules and regulations and to the approval of the President.

SEC. 12. Planning and Management Information Division. The planning and Management Information Division headed by an Officer with the rank of Chief of Division shall have the following functions:

- a. Prepares or consolidates the plans of the Regional Cooperatives Development Assistance Office and coordinates with the Budget and Fiscal Division in connection with the funding requirements of said plans.
- b. Monitors the activities of the regional and field offices to ensure that the same conform with the plans and programs.
- c. Prepares or consolidates the reports of the regional and field offices and maintains a feedback system between them.
- d. Performs such other functions as, the Executive Director may assign from time to time.

SEC. 13. Promotion and Supervision Division. The Promotion and Supervision Division headed by an officer with the rank of Chief of Division shall have the following functions:

- a. Conducts periodic and consistent management and financial audit of cooperatives, pre-cooperative associations; and federations and unions of cooperatives and pre-cooperative associations.
- b. Provides management and financial guidance and counselling to cooperatives, pre-cooperative associations and federations and unions of cooperatives and pre-cooperative associations.
- c. Conducts administrative verification or preliminary investigation of cases affecting questions of facts involving a cooperative, a pre-cooperative or federation or union of cooperative or pre-cooperative associations or its officer or employee versus the cooperative association, or federation/union.
- d. Maintains documentation of all cooperatives, pre-cooperative associations, federations and unions of cooperatives and pre-cooperative associations and monitors the reports originating the reform.
- e. Performs such other functions as the Executive Director may assign from time to time.

SEC. 14. Training, Education and Research Division; The Training, Education and Research Division headed by an officer with the rank of Chief of Division shall have the following functions:

- a. Designs and executes the regional training and information program with the cooperation of the other divisions and/or field offices.
- b. Makes available technical resources, if needed, to field trainings conducted in the province, cities or municipalities.
- c. Establishes connections to the mass media and enlist the services on the most effective channels for the public information drive of the Regional Cooperatives Development Assistance Office.
- d. Conducts consistent evaluation of field training activities to ensure the application of knowledge and skills gained therefrom.
- e. Conducts researches and studies to support field program operations.
- f. Designs and executes, in cooperation with the Personnel Section/Administrative Division, training programs geared toward the professional growth and development of the personnel.
- g. Performs such other functions as the Executive Director may assign from time to time.



SEC. 15. The Executive Director may subject to prior approval of the President, create such other units in the Regional Cooperatives Development Assistance Office as he may deem necessary to maximize the effectiveness of the office.

SEC. 16. Field Offices. There shall be established in each province, city and municipality e; field office of the Regional Cooperatives Development Assistance Office to expedite the services of the Office unto the clientele.

SEC. 17. Provincial Cooperatives Development Assistance Office. A provincial office to be called Provincial Cooperatives Development Assistance Office shall be established in each of the provinces of autonomous Regions IX and XII to monitor the implementation of the integrated cooperatives development program in the province. Manned by technically trained cooperatives development officers, the provincial office shall have the following functions and responsibilities:

a. Provides, support and technical assistance to the municipal offices in the execution of activities and projects undertaken thereat.

b. Monitors the reports of municipal offices and ensure communication channels between the regional and lower offices.

c. Closely coordinate with the local government units and other government agencies based at the provincial level in carrying out its functions.

d. Performs such other functions as the Executive Director may assign from time to time.

e. City and Municipal Offices. There shall likewise be established in each city and municipality of Regions IX and XII, city and municipality field offices, which shall serve as the frontline agencies of the Regional Cooperatives Development Assistance Office in the implementation of the integrated cooperatives development program in their respective jurisdiction.

#### FUNDS AND PROPERTIES

SEC. 18. All properties, records, personnel liabilities and responsibilities of the present Regional Cooperatives Development Task Forces in Regions IX and XII, as well as those of the Regional Cooperatives Development Divisions of the Ministry of Agriculture in Regions IX and XII, and such funds as are allocated under the Budgetary Provisions of the Ministry of Local Government and Community Development, Ministry of Agriculture and the Regional Autonomous Government are hereby transferred to the Regional Cooperatives Development Assistance Office of Regions IX and XII, respectively, and therefore, the Project Directors of the former offices shall immediately effect the turn-over of the same to the Executive Director of the latter offices.

SEC. 19. The Minister of the Budget is hereby authorized to appropriate P5 million (from lump-sum authorizations the appropriations act) OUT OF THE CY 19 82 PROGRAM to each of the Regional Cooperatives Development Assistance Offices AND to augment their limited budgetary allocations for current operating expenses for CY 1981 OUT OF THE SAVINGS OF THE MINISTRY OF AGRICULTURE AND FROM SUCH APPROPRIATE LUMP SUMS AS MAY BE AUTHORIZED BY THE PRESIDENT.

SEC. 20. The Regional Cooperatives Development Assistance Offices shall endeavor and, are hereby authorized, subject \_to the usual rules and regulations of audit and approval of the Office of the President, to locate and negotiate for loan, donation, or subsidy from local and foreign institutions deemed necessary to effectively carry out the responsibilities of said offices in the implementation of the integrated regional cooperatives development program in, Regions IX and XII.

#### MISCELLANEOUS PROVISION

SEC. 21. The Regional Cooperatives Development Assistance Offices are hereby tasked to give priority to the cooperative needs of the rebel returnees and victims of the insurgency in Mindanao, who are economically dislocated as a result thereof.

SEC. 22. All orders, instructions and other issuances inconsistent therewith are hereby repealed, amended or modified accordingly.

SEC. 23. This Letter of Implementation shall take effect immediately.

Done in the City of Manila, this 13th day of January, in the year of Our Lord, nineteen hundred and eighty-two.

(Sgd.) **FERDINAND E. MARCOS**  
Presidential of the Philippines

By the President:  
(Sgd.) JUAN C. TUVERA  
Presidential Executive Secretary

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1982). *[Letter of Implementation Nos.: 131 - 157]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 139**

PROVIDING FOR A MORE EFFECTIVE IMPLEMENTATION OF PRESIDENTIAL  
DECREE NO. 1618

In order to provide for a more effective implementation of Presidential Decree No. 1618 providing for the organization of the Sangguniang Pampook and the Lupong Tagapagpaganap ng Pook In Regions IX and XXI.

I, FERDINAND E. MARCOS, President of the Philippines, by the power vested in me by the law, do hereby order and direct the following:

1. Speaker of the Sangguniang Pampook and the Chairman of the Lupong Tagapagpaganap ng Pook shall be jointly responsible for the implementation of all capital outlay projects undertaken by the Regional Autonomous Government created under Batas Pambansa Big. 20 and Presidential Decree No. 1618.

2. In order that they may effectively implement and monitor the disbursements of the abovementioned capital outlay projects, the Speaker of the Sangguniang Pampook and the Lupon Chairman shall jointly act on, sign and approve all vouchers, checks, treasury warrants and other papers relating to capital outlay disbursements of the Regional Autonomous Government.

3. The Director-General of the Office of Budget and Management in close coordination with the Chairman of the Commission on audit shall immediately formulate and implement the necessary detailed accounting and auditing guidelines pursuant to Section 28 of Presidential Decree No. 1618 to effect the provisions of this Letter of Implementation, not later than the end of February 1982.

Done in the City of Manila, this 24th day of February, in the year of Our Lord, nineteen hundred and eighty-two.

(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:

(SGD.) JOAQUIN T. VENUS, JR.  
Deputy Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1982). *[Letter of Implementation Nos.: 131 - 157]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 140**

MOBILIZING FOR THE FULL IMPLEMENTATION OF THE KILUSANG  
KABUHAYAN AT KAUNLARAN PROGRAM AND ORIENTING THE  
NATIONAL GOVERNMENT BUDGET ACCORDINGLY IN CALENDAR  
YEAR NINETEEN HUNDRED AND EIGHTY-TWO

WHEREAS, the need to intensify the productive participation of every Filipino is vital to the country's development efforts;

WHEREAS, self-sufficiency at the grassroots level is imperative in the attainment of national goals and whereas the KKK Program strikes at the core of self-sufficiency development;

WHEREAS, the energy crisis continues to bridle the thrust of the non-oil producing countries and KKK projects at the lowest levels in energy provision promise benefits heretofore unimagined;

WHEREAS, government efforts must emphasize support for the eleven (11) basic needs of man in the continuing commitment to uplift socio-economic conditions of which the KKK is now a keystone program;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Republic of the Philippines, in order to give leeway to the husbanding of necessary developmental funds, for such basic projects, do hereby direct strict compliance with the following measures in the implementation of the CY 1982 budget:

1. The project schedules of the national budget envisioned among others to promote food production, ensure supply of water and other basic necessities, develop and facilitate transport and mobility, accelerate development of all possible energy sources, safeguard the health of the people, conserve/increase the nation's stock of essential and strategic commodities, shall be released only in accordance with the approved program of expenditures.
2. The various implementing agencies shall prepare the necessary work and financial plans to expeditiously aid efficiently implement the approved projects in accordance with standard budgetary procedures, after deducting approved budgetary reserves.
3. The release of funds shall be in accordance with the implementation schedule contained in the attached document, subject to availability of cash at the indicated times and the usual budgetary reserves. The implementing agencies concerned shall comply with the project listing and implementation schedule J and shall not withhold any amounts intended for regional distribution except as may be duly authorized under P. D. No. 1177.

Done in the City of Manila this 26th day of April in the year of our Lord Nineteen Hundred and Eighty-Two.

(Sgd.) **FERDINAND E. MARCOS**

By the President:  
(Sgd.) JUAN C. TUVERA  
Presidential Executive Assistant

*Source: Presidential Management Staff*

Office of the President of the Philippines. (1982). *[Letter of Implementation Nos.: 131 - 157]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 141**

TO :	The Director General National Intelligence and Security Authority Quezon City
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Letter of Implementation No. 52-A is hereby further amended by adding Section 25-A, to read as follows:

“Section 25-A. The personnel duly authorized by the Director General to investigate a case shall have the power to take and require sworn statements of any person or persons so summoned by subpoena ad testificandum and subpoena duces tecum in relation to cases under investigation, subject to constitutional restriction.

Anyone, who, without lawful excuse, fails to appear upon sommons issued under the authority of this Section and that of the preceding Section or who refuses to produce documents for inspection, when thereunto lawfully authorized or directed, shall be subject to discipline as in case of contempt of court and upon application of the individual or body exercising the power in question shall be dealt with by the Court of First Instance having jurisdiction of the case in the manner provided by law.”

Done in the City of Manila, this 12th day of December, in the year of Our Lord, nineteen hundred and eighty-two.

(Sgd.) **FERDINAND E. MARCOS**  
President of the Philippines

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1982). *[Letter of Implementation Nos.: 131 - 157]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 142**

ADOPTING A PROGRAM OF REVENUE GENERATION, EXPENDI-  
TURE, ORGANIZATION, AND PERSONAL SERVICES FOR THE  
NATIONAL GOVERNMENT COVERING CALENDAR YEAR 1982

WHEREAS, Batas Pambansa Blg. 131 has appropriated funds for the operation of the National Government during CY 1983;

WHEREAS, Batas Pambansa Blg. 131 is based on a program of revenue generation and expenditure as embodied in the President's Budget Message;

WHEREAS, a program of revenue generation and expenditure needs to be adopted, within the context of national development goals and agency objectives and performance targets.

WHEREAS, available funds of the government have to be apportioned among priority programs and projects of agencies in order to attain maximum benefits at minimum costs; and

WHEREAS, it is necessary to provide for the organization and staffing of the National Government;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do hereby Order and Direct:

1. The budgetary programs and projects, agency objectives and functions, accomplishment targets, and the program of revenue generation and expenditure of the National Government for the year nineteen hundred and eighty three as embodied in the attached document is hereby approved for implementation, subject to the provisions of Batas Pambansa Bilang 131 and existing law, particularly P.D. No. 1177 (as amended).
2. The personal services itemization embodied in the attached document, including the General and Special Provisions, therein, pertaining to allowances, fringe benefits, method of compensation, and allied matters, is hereby approved, pursuant to the provisions of P.D. No. 1177 (as amended) 11 P.D. 985 (as amended) and P.D. No. 1285.
3. The Development Budget Coordination Committee shall evaluate and recommend such measures as may be necessary to attain the levels of revenue, expenditure and debt to meet development targets in the context of national developmental goals, economic growth rates, price levels, domestic credit and Balance of Payments objectives.
4. The initial expenditure program shall be reduced by budgetary reserves as may be necessary in order to anticipate possible shortfalls in revenue estimates and possible increases in the cost of implementing major on-going priority projects, to provide for the acceleration of the geothermal and other energy programs, and to adequately implement priority programs such as food, peace and order and justice.
5. All agencies shall exert their best efforts to comply with the work programs in order to attain the accomplishment and unit cost targets indicated in the budgetary program, so as to achieve the desired results with maximum efficiency, economy and effectiveness.

Done in the City of Manila this 14th day of September in the year of Our Lord Nineteen Hundred and Eighty-Three.

(Sgd.) **FERDINAND E. MARCOS**

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1983). *[Letter of Implementation Nos.: 131 - 157]*. Manila: Presidential Management Staff.



MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 143**

ADOPTING A PROGRAM OF REVENUE GENERATION, EXPENDITURE,  
ORGANIZATION, AND PERSONAL SERVICES FOR THE NATIONAL  
GOVERNMENT COVERING CALENDAR YEAR 1983

WHEREAS, Batas Pambansa Blg. 230 has appropriated funds for the operation of the National Government during CY 1983;

WHEREAS, Batas Pambansa Blg. 230 is based on a program of revenue, generation and expenditure as embodied in the President's Budget Message;

WHEREAS, a program of revenue generation and expenditure needs to be adopted, within the context of national develops merit goals and agency objectives and performance, targets;

WHEREAS, available, funds of the government have to be apportioned among priority programs and projects of agencies in order to attain maximum benefits at minimum costs; and

WHEREAS, it is necessary to provide for the organization and staffing of the National Government;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do hereby. Order and Direct:

1. The budgetary programs, and projects, agency objectives and functions, accomplishment, targets, and the program of revenue generation and expenditure of the National Government for the year nineteen hundred and eighty three as embodied in the attached document is hereby approved for implementation, subject to the provisions of Batas Pambansa Bilang 230 and existing law, particularly P.D. No. 1177 (as amended).
2. The personal services itemization embodied in the attached document, including the General and Special Provisions, therein, pertaining to allowances, fringe benefits, methods of compensation, and allied matters, is hereby approved, pursuant to the provisions of P.D. No. 1177 (as. amended), P.D. No. 985 (as amended) and P.D. No. 1285. This approval authorizes the implementation of new staffing patterns of reorganized agencies as reflected in the personal services itemization.
3. The Development Budget Coordination Committee shall evaluate and recommend such measures as. may be necessary to attain the levels of revenue, expenditure and debt to meet development targets in the context of national developmental goals, economic' growth, rates price levels, domestic credit and Balance of Payments objectives.
4. The initial expenditure program shall be reduced by budgetary reserves as may be necessary in order, to anticipate possible' shortfalls in revenue estimates and possible increases in the cost of implementing major on-going priority projects, to provide for the acceleration, of the geothermal and other energy programs, and to adequately' implement priority programs such as food, peace-and order and justice.
5. All agencies shall exert their, best efforts to comply with the work programs in order to attain the accomplishment and unit cost targets indicated in the budgetary program, so- as to achieve the desired results with maximum efficiency, so economy, economy and effectiveness.

Done in the City of Manila this 14th day of September in the year of Our-Lord Nineteen Hundred and Eighty-Three.

Done in the City of Manila this 4th day of September in the year of Our Lord Nineteen Hundred and Eighty-Three

(SGD.) FERDINAND E. MARCOS  
President

By the President:

JUAN C. TIVERA  
Presidential Assistant

*Source:* **Legislative Library, House of Representatives**

Office of the President of the Philippines. (1983). *[Letter of Implementation Nos.: 1 - 156]*. Quezon City: Legislative Library, House of Representatives.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 144**

TO :	The Governor, Central Bank of the Philippines
	The Minister of Budget and Management
	The Secretary-General, KKK National Secretariat
	The National Treasurer of the Philippines

To implement the KKK Guaranty Fund established under Letter of Instruction No. 1308 dated April 12, 1983 the following guidelines are hereby issued:

1. Purposes: The KKK Guaranty Fund ("Fund") shall be used primarily to guaranty uncollectible KKK loans released through duly accredited banks and the loans that will be guaranteed by this Fund will be considered as non-risk assests of the accredited banks.

The Fund may also be used to support the establishment of a liquidity system, interest subsidy system, an insurance system, possible losses on the trading of mortgages evidenced by asset-backed bonds, and other KKK projects as may be approved by the President upon recommendation of the KKK Pambansang Lupon and KKK National Secretariat.

Projects completely or partially financed by KKK Project Development and Management Fund (PDMF) shall also qualify under this Fund and for this purpose, PDMF shall be authorized to open project accounts categorized as 70-300 under the auditing/accounting code for all PDMF projects.

2. Rediscounting Eligibility: KKK loans extended by duly accredited banks shall be eligible for Central Bank rediscounting, following standard criteria on bank rediscount applications and subject to the following conditions:

- a. For rediscounting purposes, the loans shall be considered as ex-ceiling.
- b. The rediscounting proceeds shall be credited immediately to the account of the originating bank with the Central Bank.
- c. The rediscounting term shall be co-terminus with the maturity of the loan.

The National Government Budgetary releases used for KKK loans may be used as bank seed funds for purposes of initiating the rediscount process.

3. Fund Viability: The Fund shall be used to guarantee payment for part of bank KKK loans extended from the seed fund and from rediscount proceeds.

The percentage of KKK loans guaranteed by the Fund shall be set at such a level as is likely to be supported by the earnings of the Fund without impairing the principal.

Projects other than KKK guarantees also supported by the Fund shall be limited to such levels as is warranted by Fund earnings after payments on guarantees made good.

4. Finances: The Fund shall be supported by the National Livelihood Support Fund and/or budgetary provisions not used for lending or for operational expenses subject to Special Budgets provided for under P.D. 1177.

The Fund shall be the Central Bank in Treasury instruments or in Central Bank Certificates of Indebtedness and the earnings therefrom shall accrue to the Fund.

The operational expenses attendant to the administration of the Fund shall be charged to the Fund and shall not exceed five percent (5%) of Fund income.

Payments on guarantees made good shall be charged to the income of the Fund and when necessary, to the principal.

5. Fund Administration: The KKK National Secretariat shall oversee the operations and administration of the Fund within these guidelines, in coordination with the Central Bank, the accredited banks and other entities concerned. The KKK Processing Center Authority is hereby empowered to operate the KKK Guaranty Systems and accordingly is hereby authorized to establish working relationships with the public and private financial institutions for the implementation of the program.

These instructions shall take effect immediately.

DONE IN THE CITY OF MANILA, this 22nd day of September, in the year of our Lord, Nineteen Hundred and Eighty-Three.

(Sgd.) **FERDINAND E. MARCOS**

By the President:  
(Sgd.) JUAN C. TUVERA  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1983). *[Letter of Implementation Nos.: 131 - 157]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO 145**

WHEREAS, Executive Order No. 75 established the Kilusang Kabuhayan at Kaunlaran (KKK) Program designed to mobilize the productive and entrepreneurial energies of the Filipinos at local levels, promoting the virtues of self-reliance, self-help, and self-determination among the various communities of the country;

WHEREAS, Letter of Instructions No. 1306 dated March 19, 1983, was issued, adopting the KKK Integrated Land Resource Management Program as part and parcel of the KKK strategy to transform and logged-over areas into Land Investment Trust packages through the financial instrumentation of such areas into equity issues to be known as "Shares in Kabuhayan" the redemption of which is fully guaranteed as to principal and returns by the Republic of the Philippines;

WHEREAS, Presidential Proclamation No. 2282 was issued on March 29, 1983, reclassifying certain portions of the public domain as agricultural land for specific conversion to agro-forestry uses consistent with the reforestation program of the government and the KKK Thrust of providing livelihood opportunities to a large segment of the rural poor under the management of the Ministry of Human Settlements;

WHEREAS, it is imperative to establish an operational framework within which the effective and integrated implementation of the KKK Integrated Land Resource Management Program may be effected.

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do hereby order and direct:

1. The implementation of the guidelines, systems, and procedures relating to the Program as embodied in the Plan of Operations, as the same may be amended or supplemented from time to time.
2. The creation of a Joint Program Office and the Ministry of Human Settlements and the Ministry of Natural Resources to principally direct, supervise, and coordinate the implementation of the program.
3. The initial front-end investment of P200 million shall be provided to the program from the funds of the Human Settlements Development Corporation and/or from the 1983 budgetary allocation of the KKK/Project Development and Management Fund, recoverable from the revenues that the program will generate.
4. All agencies concerned shall exert their utmost in fulfilling the objectives of the Program, so as to achieve the desired results with maximum efficiency, economy and effectiveness.

DONE IN THE CITY OF MANILA, this 29th day of September, Nineteen Hundred and Eighty-Three.

(Sgd.) **FERDINAND E. MARCOS**

By the President:  
(Sgd.) JUAN C. TUVERA  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1983). *[Letter of Implementation Nos.: 131 - 157]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 146**

**DIRECTING THE IMPLEMENTATION OF ECONOMY MEASURES IN GOVERNMENT  
AND GENERATION OF SAVINGS FOR CY 1984**

TO :	HEADS OF MINISTRIES, BUREAUS, OFFICES OR AGENCIES, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS, STATE COLLEGES AND UNIVERSITIES AND LOCAL GOVERNMENT UNITS
	THE CHAIRMAN, COMMISSION ON AUDIT

Whereas, the current economic difficulties require that government expenditures be controlled and therefor budgetary deficit reduced in order not to aggravate the balance of payments problems;

Whereas, revenues from regular sources, such as internal revenue taxes, international trade taxes and duties, and others are not expected to increase significantly;

Whereas, high priority progress such as energy food, livelihood, and self-reliance or Sariling Sikap require additional or new funding.

Whereas, increase costs of living, due to inflation make it imperative that adjustments in the pay scale of government employees be effected;

Now, Therefore, I, Ferdinand E. Marcos, President of the Republic of the Philippines, do hereby Order and Instruct that the following economy measures in government be adopted and implemented.

**A. General Measures and Guidelines**

The following general measures and guidelines are hereby directing for adoption and implementation.

1. As already recommended by the Cabinet and approved by the President (October 25, 1983), imposition of reserves of P5.5 Billion through cutbacks in current operating expenditures by 7.2 per cent, infrastructure capital outlays by 13 percent, Corporate Equity by 23 per cent and non-infrastructure capital outlays by 50 per cent.
2. Generation of P2.0 to P3.0 Million in additional funding sources through savings in current operation expenditures particularly maintenance an operating expenditures, and other non-essential expenditures to the extent of 10 per cent of the approved program net of reserves.
3. Review of priorities in programs and projects in order to arrive at decisions with respect to dropping, deferment, sealing-down, or extension of implementing schedules for low priority programs and rejects in order to conserve programmed funds.
4. Adoption of management improvement program including energy conservation in order to improve efficiency and productivity and reduce waste in government operations.
5. Adoption by each government office or agency of energy conservation program. The same shall be submitted to the Office of the President and results shall be reported to the President at the end of the year.

## B. Specific Mandatory Measures

The following specific economy or savings generation measures are hereby directed for implementation:

1. On New Organizational Measures. Implementation of organizational measures providing for creation of new offices and new staffing complements shall be deferred.

2.a. On National Conventions and Meetings. National conventions, seminars, meetings sponsored by government offices, agencies or corporations requiring travel and board and lodging by government participants shall be deferred indefinitely.

2.b. Government funds may not be spent for attendance in conventions, seminars, workshops and other similar activities conducted by private groups. Attendance by government personnel may be authorized at no expense to the government except the salaries of government participants.

3. On Motor Vehicle Purchase. Purchase of motor vehicles shall be suspended for 1984 except when funded from sale of old vehicles or when specifically provided in international agreements such as in the case of foreign-assisted projects.

Where such purchase is authorized it shall be governed by LOI No. 667.

4. On Purchase of Equipment. Purchase of imported office and other equipment shall be suspended or when such purchase is declared essential, it must be in accordance with the provisions of LOI 1329. In any case, an approved equipment procurement program shall support any request for purchase of equipment if an exception is to be granted.

5.a. On Hiring of Personnel and Filling of Positions.

Hiring of new or additional casuals, contractuels and consultants shall be suspended unless the same, is specifically authorized by the President. Renewals of appointments of existing casuals, contractuels and consultants shall be subject to proof of essentiality, such as, among others, when called for international agreements or loan covenants or when hiring of regular employees are still suspended due to back of approved staffing pattern or plantilla position.

5.b. Unfilled positions for over two years shall be abolished and now unfilled position is for the year not filled after June 30, 1964 shall not be filled anymore for the rest of the year.

5.c. No substitutionary appointments shall be made to fill temporary vacancies that arise for periods of less than three (3) months.

6. On Public Office Buildings Construction of new government office buildings, except for academic buildings of the state colleges and universities, shall be deferred.

7. On Use of Vehicles. Agencies shall strictly enforce the regulations related to authorized use of government vehicles. There shall be strict control on the use of vehicles during non-working days and holidays.

8. On International Travel. International Travel of government personnel shall be restricted and subject also to LOI 1329 with respect to foreign exchange expenditures. This shall cover travel by non-government personnel using government funds.

9. On Domestic Travel. Domestic travel shall be strictly controlled and out-of-town meetings by offices, agencies and corporations shall be suspended. Similarly, meetings and conferences by government officials, executive staffs

and personnel in expensive five star hotels and restaurants shall be prohibited. Similar prohibition shall apply to training, seminar and conventions.

10. Purchase of Furnitures and Fixtures. Purchase of new office furnitures and fixtures, new ornamental accessories shall be prohibited unless funded by proceeds from disposal of old ones. Priority shall be given to repairs and maintenance of existing furniture and fixtures.

11. On Use of supplies and Consumables. The use of Office supplies and consumables shall be strictly regulated and as much as possible agencies and offices shall pursue a program of recycled utilization of such items as paper and similar items. Government offices must aim for a 10-15 per cent reduction in the use of office supplies and other consumables.

12. On Printing and Publication. There shall be strict control of publications and printing of documents and materials limited as much as possible to the highly essential requirements and directly related to the functions of offices, such as information materials, annual reports, project document, and other official document. Literary, publicity and promotional materials and publications shall be reduced in frequency of issued if not suspended and printing of expensive multi-color glossy publications shall be suspended indefinitely.

### C. Implementation Guidelines

1. The Commission on Audit shall:

a. Strictly enforce the above measures.

b. Enforce Executive Order No. 228 and revert to the general fund, unsubstantiated Accounts Payables recorded in agency books and accounts payable remaining unpaid after two (2) years from date of obligation.

c. Direct the reversion of unused releases and savings at the end of the year.

2. The Office of Budget and Management shall:

a. Prepare the revised program of expenditures reflecting the implementation of the economy measures and guidelines.

b. Prepare a monthly report of Expenditures to the President indicating the results in the implementation of economy measures and recommend corrective measures.

c. Effect withdrawals of unused released allotments if for some reasons the same could not be utilized anymore.

d. Withdraw or effect reversion of savings as certified by agencies and verified by resident auditors.

3. Use of Savings and realignment of unused released allotments shall be subject to approval by the President upon recommendation by the Office of Budget and Management.

4. Unless specified, otherwise, all other economy measures directed by Letters of Instructions Nos. 67, 981, 1098, 1043, 802, 1198, are hereby reiterated.

5. All concerned shall submit a report to the President on the accomplishments in pursuance of these economy measures.

Done in the City of Manila, this 27th day of February, in the Year of Our Lord, Nineteen Hundred and Eighty-Four.



(SGD.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(SGD.) JUAN C. TUVERA  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1984). *[Letter of Implementation Nos.: 131 - 157]*. Manila:  
Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 147**

RELATIVE TO THE INTEGRATION OF THE MAPPING FUNCTIONS OF THE BUREAU OF  
COAST AND GEODETIC SURVEY INTO THE NATIONAL CARTOGRAPHY AUTHORITY

TO :	The Prime Minister
	The Minister of the Budget
	The Minister of National Defense
	The Chairman Executive Board National Cartography Authority
	The Director Bureau of Coast and Geodetic Survey
	All Concerned

Pursuant to Section 6 of Executive Order No. 667 dated April 12, 1981, amending Presidential Decree No. 1588, and to enable the Bureau of Coast and Geodetic Survey (BCGS) to concentrate on its substantive functions relative to oceanography, hydrography, aeronautical, charting, geophysics, and geodesy, among others, as well as to enable the National Cartography Authority (NCA) to become fully operational, it is directed that the transfer of the following functions of the BCGS to the NCA be now effected:

1. Topographic mapping functions, excluding the establishment and maintenance of the first and second order geodetic primary control network of the country; and
2. National Mapping management functions such as standardization, coordination, regulatory, development and data banking.

The transfer shall include such applicable appropriations, records, equipment, property, personnel and projects as may be necessary.

Notwithstanding the above transfer of functions, the Bureau of Coast and Geodetic Survey shall continue to undertake, in cooperation with the National Cartography Authority, the establishment of horizontal and vertical control stations for the location of navigational aids and dangers as are necessary in support of its hydrographic and aeronautical charting function.

The Prime Minister is hereby directed to supervise and coordinate the orderly and smooth transfer of the functions, including such applicable appropriations, records, equipment, property, personnel and projects as may be necessary, as herein provided, and for this purpose convene immediately all officials concerned to adopt the necessary measures to effect such transfer.

This Letter of Implementation shall take effect immediately.

DONE in the City of Manila, this 1st day of March, in the Year of Our Lord, Nineteen Hundred and Eighty-Four.

(Sgd.) FERDINAND E. MARCOS  
President of the Philippines

By the President:  
(Sgd.) JUAN C. TUVERA  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1984). *[Letter of Implementation Nos.: 131 - 157]*. Manila:  
Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 148**

AMENDING LETTER OF IMPLEMENTATION NO. 88 TO INCLUDE THE NATIONAL MANPOWER AND YOUTH COUNCIL IN THE COMPENSATION PLAN FOR THE OFFICE OF THE PRESIDENT (PROPER)

WHEREAS, Letter of Implementation No. 72 transferred the National Manpower and Youth Council hereinafter referred to as the Council, from the Ministry of Labor to the Office of the President;

WHEREAS, under Letter of Implementation No. 88 the basic salaries of all Sub-Center Executive Service positions in the Office of the President (Proper) and in other agencies identified therein were adjusted;

WHERE, the Council which is a critical agency to the national development efforts was not included in the coverage of Letter of Implementation No. 88;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by law, do hereby order and instruct:

1. Letter of Implementation No. 88 be amended to include the National Manpower and Youth Council in the Compensation Plan for the Office for the President (Proper).
2. The Compensation Plan for the Office of the President (Proper) shall automatic ally apply to all regular Sub-Career Service positions in the Council.
3. The adjustment directed by this Letter of Implementation shall be covered by salary lapses and other savings of the Council. To cover any remaining deficiency, the Council is hereby authorized to realign its available allotment.
4. The adjustment herein authorized shall take effect on July 1, 1984.
5. The Office of Budget and Management in coordination with the Council is hereby directed to formulate the rules and regulations restructuring the Classification and Compensation Plan of the latter based on the applicable Classification and Compensation Plan of any of the Offices presently under the Office of the President and covered by Section 3 of Letter of Implementation No. 88.

Done in the City of Manila, this 2nd day of March, in the year of Our Lord, nineteen hundred and eighty-four.

(Sgd.) **FERDINAND E. MARCOS**  
President of the Philippines

By the President:  
(Sgd.) JOAQUIN T. VENUS, JR.  
Deputy Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1984). *[Letter of Implementation Nos.: 131 - 157]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 149**

DIRECTING THE IMPLEMENTATION OF LOCAL DEVELOPMENT  
PROJECTS FOR CALENDAR YEAR NINETEEN HUNDRED AND  
EIGHTY-FOUR

WHEREAS, the basic concerns of national development include the promotion of regional growth and the fostering of self-reliance among local government units;

WHEREAS, the requirements of regional development justify a rationalized scheme for the prosecution of local development projects supportive of approved Regional Development Investment Program (RDIPs) as well as individual provincial/ municipal development plans;

WHEREAS, the national budget for CY 1984 authorized under Batas Pambansa Bilang 640 provides a lump-sum appropriation intended for the support of local development projects;

WHEREAS, there is a need to identify the specific projects to be funded out of said lump-sum appropriation;

WHEREAS, the active participation of national government agencies and local government units concerned is imperative in the effective prosecution of said projects;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do hereby direct the following measures in the implementation of the above-mentioned budgetary program for CY 1984;

1. The project listings classified by regions presented in the attached document "Support for Local Development Projects, CY 1984" are hereby approved.
2. The Minister of the Budget shall release the funds through the appropriate implementing Ministries and agencies which shall prepare the necessary work and financial plans to expeditiously and efficiently prosecute the approved projects in accordance with standard budgetary procedures and requirements and subject to the imposition of reserves.
3. The Minister of the Budget shall inform all concerned local government units, through the Members of the Batasang Pambansa, of the projects and the corresponding amounts earmarked for their respective localities,
4. The implementing agencies concerned shall comply with the project listing and shall not withhold any amounts intended for distribution to various local government units except as may be authorized under P.D. 1177.
5. The Local government beneficiaries of allocations from the Support for Local Development Project fund released in accordance with this Letter of Implementation shall submit a report to the President through the respective provincial/regional representatives to the assembly on the accomplishments of such projects as were assisted from this fund. Likewise a report on the disposition of the funds released under the LOImp shall be submitted to the Office of Budget and Management duly certified by the auditor/accountant.

Done in the City of Manila this 12th day of March in the year of Our Lord nineteen hundred and eighty four.

(Sgd.) **FERDINAND E. MARCOS**

By the President:  
(Sgd.) JUAN C. TUVERA  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1984). *[Letter of Implementation Nos.: 131 - 157]*. Manila: Presidential Management Staff.

MALACANANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 150**

**FOR THE GRANT OF EMERGENCY LOANS  
TO DISPLACED WORKERS**

1. Effective January 2, 1984, ECC-SSS members who were laid-off on or after September 1, 1983, may be granted a three-month emergency loan, provided that they can submit proof of their separation from employment;
2. To qualify for this loan, the Member must have been an employee who has rendered an aggregate service of one (1) year;
3. A one-month emergency loan shall be repaid Within ONE (1) YEAR. A TWO (2) or THREE (3)-month emergency loan shall be repaid in TWO (2) YEARS;
4. A loan granted under these implementing guidelines shall bear simple interest rate of FIVE PERCENT (5%) a year, and shall not be deductible in advance. No service fee shall be charged and any previous loan, balance shall not be deducted from the new loan.
5. The grant of the loan shall be made in TWO (2) releases as a two-month loan, and THREE (3) releases for a three-month loan. The second and third releases shall be supported by a certification that the subject borrower is still separated from employment and not-employed;
6. In case of re-employment under the same employer, and previously laid-off Member-Borrower shall notify the SSS immediately. If the separated Member is re-employed under different employer, the Member shall duly notify the SSS.
7. This issuance shall apply only to ECC-SSS members who have been laid-off due to the present economic crisis, as certificate its employer, or by any other proof of termination or loss of employment. Members separated from employment before September 1, 1983 shall be entitled only to ONE (1) MONTH-salary loan to existing polices of the SSS;

Application for the three-month emergency loan may be found processed at the Main Office, or at any regional, provincial district offices of the SSS; and

9. This issuance shall take effect immediately.

ISSUED, this 1st day of May, 1984 at Manila, Philippines.

(Sgd.) FERDINAND E. MARCOS  
President  
Republic of the Philippines

By the President:  
(Sgd.) JUAN C. TUVERA  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1984). *[Letter of Implementation Nos.: 131 - 157]*. Manila: Presidential Management Staff.



MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 151**

PROVIDING THE NECESSARY BUDGETARY SUPPORT AND ADOPTING  
A PROGRAM OF REVENUE GENERATION, EXPENDITURE, ORGANI-  
ZATION, AND PERSONAL SERVICES FOR THE NATIONAL GOVERN-  
MENT COVERING CALENDAR YEAR 1984

WHEREAS, the launching of a National Livelihood Program, the Kilusang Kabuhayan at Kaunlaran (KKK) as a centerpiece of the Philippine Development Plan and as a catalyst in mobilizing the entrepreneurial and productive energies of the people is now bearing fruit;

WHEREAS, Batas Pambansa Blg. 640 has appropriated funds for the operation of the National Government during CY 1984;

WHEREAS, a program of revenue generation and expenditure needs to be adopted, within the context of national development goals and agency objectives and performance targets;

WHEREAS, the thematic thrust, budget for growth and stability, is now translated into an operating guideline of our budget program; and

WHEREAS, available funds of the government have to be apportioned among priority programs and projects of agencies in order to attain maximum benefits at minimum costs and for the organization and staffing of the National Government to cover salaries, allowances, fringe benefits and other compensation benefits as incentive for optimum efficiency in government service;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do hereby Order and Direct:

1. The budgetary programs and projects, agency objectives and functions, accomplishment targets, and the program of revenue generation and expenditure of the National Government for the year nineteen hundred and eighty-four are hereby approved for implementation, subject to the provision of Batas Pambansa Blg. 640 and existing laws, particularly P.D. No. 1177 (as amended)
2. The Development Budget Coordination Committee shall evaluate and recommend such measures as may be necessary to attain the targeted levels of resources and expenditure to meet development targets in the context of national development goals, economic growth rates, price levels, domestic credit and balance of payments objectives.
3. The personal services itemization, including the General and Special Provisions therein, pertaining to allowances, fringe benefits, method of compensation and allied matters, and the new staffing patterns of reorganized agencies are hereby approved for implementation pursuant to the provisions of P.D. Nos. 1177 (as amended), 985 (as amended) and 1285.
4. All agencies shall exert their best efforts to comply with the work programs in order to attain the objectives and performance and unit cost targets so as to achieve the desired results with maximum efficiency, economy and effectiveness.

Done in the City of Manila this 26th day of November in the Year of Our Lord, Nineteen Hundred and Eighty-four.

(Sgd.) **FERDINAND E. MARCOS**

By the President:  
(Sgd.) JUAN C. TUVERA  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1984). *[Letter of Implementation Nos.: 131 - 157]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 152**

DIRECTING THE FULL IMPLEMENTATION OF THE BUDGETARY  
PROGRAMS FOR ECONOMIC STABILIZATION, PRODUCTIVITY,  
GROWTH AND RECOVERY AND ADOPTING AN ORGANIZATION AND  
ITEMIZATION OF PERSONAL SERVICES FOR THE NATIONAL  
GOVERNMENT COVERING CALENDAR YEAR 1985

WHEREAS, Batas Pambansa Blg. 866 has appropriated funds for the operation of the National Government during CY 1985;

WHEREAS, available funds of the government have to be apportioned among its programs to accelerate productivity for the attainment of balance agro-industrial development necessary to sustain economic growth and recovery and to provide the corresponding personal services, fringe and other compensation benefits;

WHEREAS, provision for the organization and staffing of the National Government is necessary for its operation; and

WHEREAS, human resources, directed towards self-reliance and productivity, have to be fully developed and utilized to ensure their equitable share in the fruits and benefits of development;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do hereby Order and Direct:

1. The project schedules which are geared towards economic growth and recovery through the sustained promotion of industrial production, the National Livelihood Program and “Sariling Sikap”, education, health, social welfare, agrarian reform and peace and order; the development of agriculture, energy and natural resources and infrastructure; the intensification of productivity in food; and the provision of adequate shelter and housing, shall be released only in accordance with the approved program of expenditures.

2. The release of funds shall be based on the project listing and implementation schedules, the revised program of expenditures and the accomplishment and submission of required reports.

3. The personal services itemization, including the General and Special Provisions therein, pertaining to allowances, fringe benefits, method of compensation and allied matters, and the new staffing patterns of reorganized agencies are hereby approved for implementation pursuant to the provisions of P.D. Nos. 1177 (as amended), 985 (as amended) and 1285.

4. All agencies shall exert their best efforts to comply with the work programs in order to attain the objectives and performance and unit cost targets so as to achieve the desired results with maximum efficiency, economy and effectiveness.

Done in the City of Manila this 26th day of November in the Year of Our Lord, Nineteen Hundred and Eighty-four.

(Sgd.) **FERDINAND E. MARCOS**

By the President:  
(Sgd.) JUAN C. TUVERA  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1984). *[Letter of Implementation Nos.: 131 - 157]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 153**

INCLUSION OF REGION VI AS A PRIORITY AREA FOR THE  
IMPLEMENTATION OF THE NATIONAL CIVIC ACTION PROGRAM  
IN ACCORDANCE WITH EXECUTIVE ORDER NO. 1004

WHEREAS, Executive Order No. 1004 provides for the implementation of the National Civic Action Program jointly by the Ministry of National Defense and the Ministry of Public Works and Highways;

WHEREAS, it has been recommended through a Joint Communique by government, labor and management sectors in the Employment Conference on the Sugar Industry at Bacolod City on February 22, 1985 to include Region VI among the priority areas covered by Executive Order No. 1004, which recommendation was affirmed by the Minister of National Defense;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested to me by the Constitution, do hereby direct the Minister of National Defense to include in the civic action program Region VI. In accordance with Executive Order No. 1004, in order to contribute to the alleviation of the plight of the workers in the sugar industry.

Done in the City of Manila, this 1st day of May 1985.

(Sgd.) FERDINAND E. MARCOS  
President  
Republic of the Philippines

By the President:  
(Sgd.) JUAN C. TUVERA  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1985). *[Letter of Implementation Nos.: 131 - 157]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 154**

ON THE P50 MILLION RICE LOAN PROGRAM FOR THE SUGAR WORKERS PURSUANT TO LOI 1452

**I. COVERAGE**

This Program shall cover:

- (a) Sugar workers in the mills and plantations who are duly registered with the SOCIAL SECURITY SYSTEM; and
- (b) Sugar workers who, by reason of the itinerant and ambulant nature of their employment, which is peculiar to the sugar industry, may not yet be duly registered with the SSS, provided that their names appear in the Special Payroll for the Crop Year 1983-84, as beneficiaries of the Social Amelioration Program, provided for under PD 621, as amended.

However, all sugar workers who have app-H for emergency loans under LOI 1403 and LOImp. 150 shall no longer be considered entitled to the rice loan pursuant 1452.

**II. WHO MAY APPLY**

The following are hereby considered authorized applicants under this Program

- (a) Employers, such as Sugar Planters, Sugar Planters Associations or Cooperative, Sugar Killers, Sugar Millers' Associations or Cooperative for and on behalf of their own workers, or the workers of their own members;
- (b) Duly registered Labor Unions, Cooperative or Associations of Sugar Workers for and on behalf of the workers they represent.

**III. INTEREST RATE**

The rice loan granted under these implementing guidelines shall bear a simple interest of FIVE PERCENT (5%) a year. No service fee shall be charged.

**IV. PROCEDURE**

In the application for rice loan, the following procedure shall be followed:

- (a) Applications in three (3) copies shall be filed at the Regional Office of the Ministry of Labor and Employment (MOLE).
- (b) The application shall be accompanied by the following requirements:
  - (i) Master list of workers, whether registered with the SSS or not, who need the rice loan and for whom the application is made. For those workers registered with the SSS, the list should include their SSS I.D. numbers.
  - (ii) Group check-off authorization based on the workers' wages and cost of living allowances to be signed by the covered workers;

(iii) Undertaking of guarantee for the loan by the applicant.

(c) The MOLE Regional Office shall issue certification that the names of the workers in the Master List appear as beneficiaries of the Social Amelioration Program under PD 621 as amended, for the Crop Year 1983-84.

(d) The MOLE Regional Office shall forward the application to the Provincial or Regional Office of the SSS for evaluation and approval.

(e) The applicant may apply for a loan equivalent to not more than three (3) sacks of rice of fifty (50) kilos per sack per sugar worker who is head of the family to be released at the rate of one (1) sack of rice a month.

(f) Upon approval of the rice loan by the SSS, the SSS shall immediately issue the applicant an Authorization to Withdraw the indicated quantity and amount of rice involved from the National Food Authority (NFA).

(g) Upon receipt of the Authorization to Withdraw from the SSS, the NFA shall deliver to the applicant or his authorized representative, the quantity of rice as the authorization duly indicates.

(h) The NFA shall bill the SSS immediately upon delivery of the stocks to the applicants. The SSS shall pay the NFA the corresponding amount of stock delivered within a reasonable period of time.

#### V. REPAYMENT SCHEME

The applicant shall remit payment to the SSS Main Office or to any authorized collecting bank of the SSS on the basis of the amount received, as a result of the check-off from the workers' wages and allowances.

#### VI. MONITORING

The Provincial Task Force shall submit a monthly report on the implementation of this program to the Chairman of the National Task Force of which copies are to be furnished the Employees' Compensation Commission (ECC), the SSS, the NFA and the Bureau of Rural Workers (BRW), MOLE.

#### VII. OTHER IMPLEMENTING GUIDELINES

Further Implementing guidelines whenever necessary and appropriate shall be issued by the ECC in consultation with the SSS and other implementing agencies.

May 22, 1985

APPROVED:  
(Sgd.) **FERDINAND E. MARCOS**  
President of the Philippines

President:  
(Sgd.) JUAN C. TUVERA  
Presidential Executive Assistant

Source: **Presidential Management Staff**

Office of the President of the Philippines. (1985). *[Letter of Implementation Nos.: 131 - 157]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO.155**

HARNESSING THE NATION'S RESOURCES FOR ECONOMIC  
RECOVERY AND GROWTH ADOPTING A PROGRAM OF  
REVENUE GENERATION, ORGANIZATION AND ITEMIZATION  
OF PERSONAL SERVICES FOR THE NATIONAL GOVERNMENT  
COVERING CALENDAR YEAR 1936

WHEREAS, Bat as Pambansa Blg. 879 has appropriated funds for the operation of the National Government during CY 1986;

WHEREAS, programs of revenue generation and expenditures have to be supportive of agricultural and industrial productivity, economic adjustment and recovery;

WHEREAS, the country's economic development program has to be adjusted in accordance with prevailing conditions and with those that may arise in the

WHEREAS, it is necessary to provide for the organization and staffing of the National Government; and

WHEREAS, available funds of the government have to allocated to priority programs, projects and activities necessary to sustain our economic recovery efforts;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do hereby Order and Direct:

1. The budgetary programs and projects, agency objectives, functions, strategies for revenue generation and performance targets for the year Nineteen Hundred and Eighty-Six are hereby approved far implementation pursuant to the provisions of. Batas Pambansa Blg. 879 and existing laws, particularly P.D. No, 1177 (as am ended).
2. All agencies directly or indirectly responsible to the execution of programs, projects and activities designed to achieve a more balanced agricultural and industrial development, shall see to it that these are properly carried out.
3. All agencies are directed to strictly observe the prescribed economy measures to attain the desired level of government expenditures.
4. The personal services itemization, including the General and Special Provisions therein, pertaining to allowances, fringe benefits, methods of compensation and allied matters, is hereby approved pursuant to the provisions of P.D. Nos. 1177, 985 and 1285.
5. This approval authorized the implementation of new staffing patterns of reorganized agencies as reflected in the personal services itemization document.
6. All agencies shall comply with the provisions of the attached document so as to achieve the desired accomplishment targets with maximum efficiency, economy and effectiveness.

Done in the City of Manila this 22nd day of October in the Year of Our Lord, Nineteen Hundred and Eighty-Five.

(Sgd.) **FERDINAND E. MARCOS**



By the President:  
(Sgd.) JUAN C. TUVERA  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1985). *[Letter of Implementation Nos.: 131 - 157]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 156**

DIRECTING THE PREPARATION AND SUBMISSION OF AGENCY INTERNAL OPERATING BUDGETS  
(WORK AND FINANCIAL PLANS)

<b>TO :</b>	<b>Heads of Ministries, Bureaus, Offices, Commissions, Government-Owned and/or Controlled Corporations, State-owned Enterprises, and other Agencies of the National Government</b>
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WHEREAS, the effective conduct of government activities requires the determination of agency work targets and the commensurate level of funding;

WHEREAS, in order to meet agency objectives and work targets, there is a need for the Office of Budget and Management to work out a national government expenditure program that will ensure availability of budgetary funds on a quarterly basis;

WHEREAS, available funds of the government have to be apportioned among priority programs and projects of agencies in order to attain maximum benefits at minimum cost;

WHEREAS, Section 38 of P.D. 1177 provides that the head of each ministry, office or agency shall submit to the Office of Budget and Management a request for allotment of funds showing the estimated amounts needed for each function, activity or purpose.

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do hereby Order and Direct:

1. All Agencies shall prepare their respective internal operating budget (Work and Financial Plans) to effectively and efficiently implement the programs and projects of the government, in accordance with standard budgetary procedures.
2. The agency internal operating budget shall include detailed activity targets, their financial requirements and manpower needs. It shall detail the quarterly breakdown of agency expenditures.
3. The internal operating budget shall also detail the Cash Flow of the agency taking into account the cash requirement needed for the liquidation of current and prior years obligations.
4. The submission of the internal operating budgets shall be prerequisite to the releases of funds to agencies.
5. All agency internal operating budgets for calendar year 1986 shall be submitted to the Office of Budget and Management on or before December 5, 1985.

Done in the City of Manila this 22nd day of October, in the year of Our Lord, nineteen hundred and eighty-five.

(SGD.) **FERDINAND E. MARCOS**

By the President:  
(SGD.) **JUAN C. TUVERA**  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1985). *[Letter of Implementation Nos.: 131 - 157]*. Manila: Presidential Management Staff.

MALACAÑANG  
MANILA

**LETTER OF IMPLEMENTATION NO. 157**

INCLUDING THE MOVIE AND TELEVISION REVIEW AND CLASSIFICATION BOARD AND THE VIDEOGRAM REGULATORY BOARD IN THE COMPENSATION PLAN FOR THE OFFICE OF THE PRESIDENT (PROPER).

WHEREAS, Presidential Decrees Nos. 1986 and 1987 have created the Movie and Television Review and Classification Board and the Videogram Regulatory Board to cope with the urgent and critical problems facing the movie and television and the videogram industries;

WHEREAS, it has been recognized that the renationalization and development of these industries constitute a vital link in the national effort towards economic recovery;

WHEREAS, the tasks assigned to the Movie and Television Review and Classification Board and the Videogram Regulatory Board by Presidential Decrees Nos. 1986 and 1987 make them critical agencies to the national development efforts, warranting their inclusion in the coverage of Letter of Implementation No. 88.

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by law, do hereby Order and Instruct:

1. Letter of Implementation No. 88 be amended to include the Movie and Television Review and Classification Board and the Videogram Regulatory Board in the Compensation Plan for the Office of the President (Proper).
2. The Compensation Plan for the Office of the President (Proper) shall automatically apply to all regular Sub-Career Service positions in these Boards.
3. The adjustment directed by this Letter of Implementation shall be covered by salary lapses and other savings of the two Boards. To cover any remaining deficiency, these Boards are hereby authorized to realign their available allotments.
4. The adjustment herein authorized shall take effect on the respective dates of the constitution of the two Boards.
5. The Office of the Budget and Management in coordination with these Boards is hereby directed to formulate the rules and regulations restructuring the Classification and Compensation Plan of the latter based on the applicable Classification and Compensation Plan of any of the Offices presently under the Office of the President and covered by Section 3 of Letter of Implementation No. 88.

Done in the City of Manila, this 20th day of November, in the year of our Lord, nineteen hundred and eighty-five.

(Sgd.) **FERDINAND E. MARCOS**

By the President:  
(Sgd.) JUAN C. TUVERA  
Presidential Executive Assistant

*Source:* **Presidential Management Staff**

Office of the President of the Philippines. (1985). *[Letter of Implementation Nos.: 131 - 157]*. Manila: Presidential Management Staff.